

What is the Daily Huddle? or The daily Stand-Up. The concept is what counts.

### The Basics of the meeting:

- Time of Day — It should be as early as possible (ideally in the morning).
- Length of Time — 5 to 15 minutes (depending on the size of the team).
- Number of Attendees — Teams of 7 or fewer people.
- Who Attends — Every person in your company should be attending at least one Daily Huddle (but no person should attend more than two or three).
- Who Runs It — Recommended the senior manager of the particular team to run it (unless he or she is not organized in which case pick the most senior organized person).
- Where Does it Take Place — It can be done in person or over the phone or on videoconferencing if you're lucky enough to have one of those.

The Agenda is the same every day:

1. What's Up — The first section of the Daily Huddle should be about each of your team members sharing the What's Up of what they've accomplished since you all last met.  
**Total Time: 3 to 5 minutes (Every participant should talk for 30-60 seconds each maximum).**
2. The Numbers — The second section is about the numbers of your business. These can vary daily
  - KPI's
  - Sales (store or business) % for the month
  - Marketing measure figures – store counters etc.Important to compare previous days / weeks

### Total Time: 3 to 5 minutes

3. Roadblocks — This section focuses on the roadblocks (also called “bottlenecks”) that the team members face.  
**Total Time: 3 to 5 minutes.**
4. Values & Ideology — This last section covers values-related items that don't fit nicely into the first 3 sections of the meeting. An example of Values or Ideology items might be praise that someone outside the group has earned or a personal item that someone outside the meeting is facing that is affecting their performance (for example, if a team member has car troubles or a bereavement; and one of our values is to make sure to take care of such people in need of assistance (by offering to pick up her slack and be extra supportive of her and her family).

### Bonus Tips

- Give it a Week — It will be tough for people to adopt at first (the first one will be awkward when, for instance, you ask people “What's Up?") — But it will become easier as the team figures it out (give it a good week!)
- Don't Problem Solve — You should keep it focused on problem-identification and not problem-solving (if there's a problem that can't be solved with a “one-liner” by one of the group, then you should schedule to meet off-line).
- Start at Odd Time — Try scheduling it at a time other than the half-hour or hour (e.g. try 10:02am in the morning). Reason: People will remember it more and you'll find they show up at 10am to 10:01am (instead of being late!).
- It Helps The Rest of Your Day — The Daily Huddle will help you and your team better figure out how to spend the rest of their day.
- Start with Senior People — The most effective way to roll out the Daily Huddle is to have leaders do it first (secret: if leaders do it, it will trickle down through the rest of your business).