



Time to Huddle Up.

# Why Daily Huddles?



## Save time, reduce duplication of effort, and build culture

Daily huddles keep information flowing freely throughout our company. They create focus each day and connect your daily work with your long-term goals and our overarching company goals. Communicating more frequently will save hours of extra meeting time and lengthy email chains. Huddles are an essential part of our communication rhythm and help us stay on track to meeting our goals. These short and sweet meetings keep everyone in the loop, build greater transparency and give everyone a voice

# YOUR GUIDE TO DAILY HUDDLES

Why am I doing this? And other FAQs.



## What is a Huddle?

A huddle is a 10-15 minute standup meeting designed for sharing specific tactical updates.

## Why are we doing this?

So we can communicate more effectively. Communicating frequently about daily work keeps us aligned with our longer-term goals. Huddles are an essential routine used by teams at the most effective companies - Google, Goldman Sachs, Dell.

## Who is participating?

Everyone! We'll all participate in at least one huddle everyday.

## Do I need to prepare for this?

Yes. Spend 3-5 minutes writing in your updates in the Align app ahead of time. Write in full sentences exactly what you will say. Be prepared to share your top priority, any specific, relevant updates, kudos or stucks. It shouldn't sound like a to-do list. Your update should be about 30 seconds to 2 minutes long.



# RULES OF THE ROAD

## BE ON TIME EVERY TIME

Start on time regardless of who is there or not.

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## STAND UP

No leaning, No sitting. Standing helps you go faster!

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## READ WHAT YOU WROTE

Read your update verbatim from the Align app. Try not to ad-lib to keep your updates quick.

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## TAKE FOLLOW UPS OFFLINE

If an update spurs more than three back and forth responses, time to take it offline.

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## BE ATTENTIVE

Give your full attention to everyone's update. You might be able to help someone who's stuck

# FORMAT FOR DAILY HUDDLES

What to share in your update.

## WHAT'S UP

This is a noteworthy, relevant update that could include important metrics, positive momentum or highlighting customer feedback.



I have two \$10k deals that could potentially close today; thanks to Andrea for bringing in these leads.



I have a doctors appointment today. I'll be doing sales stuff until then.

## TOP PRIORITY

This is a specific, actionable statement. It answers the question "what is the one thing you will do today that will move you closer to meeting your quarterly goal?"



Today I will follow up with ABC Company regarding a question about their terms of service.



I'm working on cleaning up and organizing my inbox. I'm also reviewing files

## STUCKS

This is a raodblock that could be solved with the help of one or more teammates to find a solution.



Only 10% of people have taken the survey, let me know of ideas on how we can increase participation.



I made an update to our website, but I'm not sure if I did it right. I'll try and figure it out today.

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## Just getting started? Start with Top Priority.

Top Priority is the easiest starting point to make sure your bigger picture goals are front and center and you are focusing on the right things. Use Top Priority for a month, then start adding in What's Up and Stucks!

# How is this different from my weekly huddles?



## Immediate Problem-Solving

Daily huddles provide a platform to quickly address and resolve urgent issues that can't wait for a weekly meeting.

## Team Alignment

They ensure every team member starts the day with a clear understanding of their priorities and the team's immediate goals.

## Enhanced Communication

Frequent meetings foster better communication, keeping everyone informed and reducing the chance of misunderstandings.

## Agility and Responsiveness

Daily huddles enable teams to rapidly adapt to changes and make quick decisions, crucial in a fast-paced work environment.

# What are the different types of huddles?



## The Daily Huddle

A 15-minute daily meeting for immediate alignment on daily tasks and priorities.

## Weekly Meeting

A longer meeting once a week, lasting 30-90 minutes, for more in-depth review and decision-making.

## Bi-Weekly 1:1s

These are individual meetings held every two weeks between a team member and their supervisor. Lasting about 50 minutes, they focus on personal progress towards quarterly goals, review of tasks, and discussion of any personal or professional challenges. This is a crucial opportunity for individualized feedback and mentoring.

## Monthly Meeting

Involving leadership teams for 4-8 hours to make key company-wide decisions and updates.

## Quarterly Leadership Meeting

A prelude to the Quarterly Planning Meeting, focusing on overall company performance and strategic adjustments.

## Quarterly Planning Meeting

A detailed session to evaluate the past quarter and plan for the next, often including a wider range of team members.

## Annual Planning Meeting

A comprehensive review of the past year and setting long-term goals and priorities for the upcoming year.