

# TEAM HUDDLE PLANNER

## Start With Intention

A great coach never calls a timeout without knowing exactly why.

**What is the most important message you want your team to take away from this huddle?**

**What will they need to do after the huddle?**

## Structure Your Huddle

Focus on 1-3 topics and come prepared with context and action.

### Pick Your Topic

- Reinforce M.I.T.'s for the week.
- Review results and the "So what?" behind them.
- Provide important updates.
- Reinforce key training (have them teach what they've learned).
- Recognize and celebrate contributions & achievements.
- Solicit concerns/invite escalation.
- Share best practices.
- Round robin: "What do you need help with and from whom?"

## Prepare Provocative Questions

Don't do all the talking. Ask questions that prompt real responses.

### Examples:

What are you hearing from our customers?

How do you think we can fix/improve/achieve \_\_\_\_?

What's getting in the way?

## End With Action

Finish with a clear Check for Understanding with all participants.

**WHO will do WHAT by WHEN and HOW will the right person(s) know it's done?**

