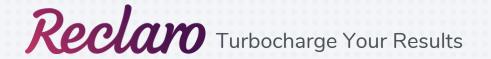
Sample 7-Step Morning Briefing Checklist™

Set Your Start Time Set a time to start your morning briefing and stick to it. Be consistent. Building a high-performance team means starting on time. E.g. Monday - Friday 9 am Keep It Short Just 3 minutes per attendee can be enough to get the team aligned for the day. 2 For a team of 6, that's 18 minutes. So 20/25 minutes should be plenty of time for the briefing. Team members can be back at their desks by 9.25 am, ready to get started. Be Prepared Preparation is essential. Get to the point. 3 Prepare project updates, run reports, gather key performance statistics to share with the team in advance. Preparation is the key to success! **Priorities** What is the main focus for the day? What are the team priorities? 4 Be specific here as vague focus produces vague results. E.g. Move project X forward to completion as per the approaching deadline. M Make Your Pledge Everyone should make one commitment to achieve that day. What's yours? 5 E.g. Conduct team 121's as scheduled. 冈 Review Pledges Accountability is vital for a high-performance team. Update the team on progress. 6 E.g. Yesterday's pledge was to complete the presentation and prepare speaking content. I've completed this, and I am ready to present.

End On A High

Share some good news and spread positive vibes for a great day ahead!

E.g.We received 10x 5-star google reviews last week, all thanks to a full team effort. Well done everyone, this really helps raise our profile.



Your 7-Step Morning Briefing Checklist™

1	Set Your Start Time Set a time to start your morning briefing and stick to it. Be consistent.	
2	Keep It Short Just 3 minutes per attendee can be enough to get the team aligned for the day.	
3	Be Prepared Preparation is essential. Get to the point.	
4	Priorities What is the main focus for the day? What are the team priorities?	
5	Make Your Pledge Everyone should make one commitment to achieve that day. What's yours?	
6	Review Pledges Accountability is vital for a high-performance team. Update the team on progress.	
7	End On A High Share some good news and spread positive vibes for a great day ahead!	