

Sample 7-Step Morning Briefing Checklist™

1

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

2

Keep It Short

Just 3 minutes per attendee can be enough to get the team aligned for the day.

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.

3

Be Prepared

Preparation is essential. Get to the point.

Prepare project updates, run reports, gather key performance statistics to share with the team in advance. Preparation is the key to success!

4

Priorities

What is the main focus for the day? What are the team priorities?

Be specific here as vague focus produces vague results.

E.g. Move project X forward to completion as per the approaching deadline.

5

Make Your Pledge

Everyone should make one commitment to achieve that day. What's yours?

E.g. Conduct team 121's as scheduled.

6

Review Pledges

Accountability is vital for a high-performance team. Update the team on progress.

E.g. Yesterday's pledge was to complete the presentation and prepare speaking content. I've completed this, and I am ready to present.

7

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.

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