

Daily Huddles Worksheet

Purpose

This tool is to help UBT co-leads prepare and run a daily huddle with their UBT.

Outcomes

When using this tool to prepare and guide UBT huddles, the co-leads are able to relay key information and capture key data regarding ongoing UBT performance improvement work. These daily huddles can be productively carried out in 5–10 minutes.

Instructions

Prepare for your daily huddle with your co-lead. Use this simple tool to guide your 5–10 minute conversations with your UBT.



“The ultimate measure of a man is not where he stands in moments of comfort, but where he stands at times of challenge and controversy.”

Martin Luther King Jr.



ACTIVITY: Daily Huddles Worksheet

Date:

Gather all staff for the huddle at:

Team improvement focus for the day:

Staffing:

- DOD:

- a.m. _____

- p.m. _____

- Sick calls: _____

- Clinician coverage/special concerns: _____

Alternate work focus for the day:

Meetings/in-services today:

News, issues, urgent updates:

Staff celebrations:

Other:

Source: KPNW UBT Implementation Team