|  | WORKSHEET Daily Huddles |
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|  | PURPOSE  This tool is to help UBT co-leads prepare and run a daily huddle with their UBT. When using this tool to prepare and guide UBT huddles, the co-leads can relay key information and capture key data regarding ongoing UBT performance improvement work.  When to Use  When planning and during a UBT huddle.  Who Uses  Co-leads.  How to Use  Prepare for your daily huddle with your co-lead. Use this simple tool to guide your 5–10 minute conversations with your UBT. |
|  | |  |  |  | | --- | --- | --- | | 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 | |  | |