|  | WORKSHEETDaily Huddles |
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|  | PURPOSEThis 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 UseWhen planning and during a UBT huddle.Who UsesCo-leads.How to UsePrepare for your daily huddle with your co-lead. Use this simple tool to guide your 5–10 minute conversations with your UBT. |
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| 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 |  |

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