

TECHNIQUES FOR BETTER PERFORMANCE

DAILY MEETINGS

This daily meeting agenda should take 12-15 minutes, no more.
Use this agenda and these guidelines to keep it crisp.

Allow clarifying questions, but don't use this time for long explanations. If someone wants detailed information, schedule a time to respond. Check how many others are interested, and if needed, schedule a short meeting for the one topic.

Agenda Item	Key Points	Reasons
1) Five wins	<ul style="list-style-type: none">• Just the results, not how• Any small gain	Keep it short Reinforces that small wins are OK
2) Yesterday's results	<ul style="list-style-type: none">• Graph it before the meeting• 3-4 key metrics that you are following for the group	Visual is memorable, and faster Keeps the team focused
3) Today's Priorities	<ul style="list-style-type: none">• Specific orders that need to move to next department by end of day• Key orders for tomorrow	Everyone has the same story Lets people anticipate needs
4) Ask for obstacles for today's priorities	<ul style="list-style-type: none">• List them only• Solve them after the meeting	Keeps the meeting moving and you can set better priorities Doesn't use up people's time who aren't involved
5) Today's experiments or improvement work	<ul style="list-style-type: none">• State the specific activity for the day	Lets people anticipate the impact on production, and what they need to work around
6) Safety	<ul style="list-style-type: none">• Review any incidents from last day• Highlight any new concerns	Lets everyone understand countermeasures Keeps everyone aware
7) Company announcements	<ul style="list-style-type: none">• As you are informed by your boss• No speculation	Keeps your team in the loop Prevents rumors