

## Follow the Action - Huddles and Forward Forecasting: Checklist

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| <input type="checkbox"/> Meetings are <b>frequent and on time</b> . The <b>"Win"</b> —the improvement goal—is <b>clearly defined</b> and communicated.       | <input type="checkbox"/> <b>Questions are encouraged</b> , complaints are discouraged, and assumptions are challenged.                             |
| <input type="checkbox"/> <b>Communication revolves around The Critical Number</b> , the numbers that drive the business, and the stories behind the numbers. | <input type="checkbox"/> Contributions and <b>successes are recognized and celebrated</b> .  |
| <input type="checkbox"/> Communication is <b>fast-paced</b> and <b>to the point</b> .  | <input type="checkbox"/> There is clear <b>accountability</b> and <b>follow-through</b> .  |
| <input type="checkbox"/> Communication is <b>forward-focused</b> —highlighting risks and opportunities.  | <input type="checkbox"/> People leave with a <b>clear line-of-sight</b> between what they do every day and the financial outcomes of the business. |
| <input type="checkbox"/> People <b>arrived prepared</b> .  | <input type="checkbox"/> People leave <b>focused</b> on, <b>informed</b> about, and feeling <b>included in the business</b> .                      |
| <input type="checkbox"/> People openly and candidly <b>share both wins and losses</b> .  | <input type="checkbox"/> People <b>leave committed to an action item</b> that will improve the score.  |
| <input type="checkbox"/> People freely <b>commit to helping each other succeed</b> .   | <input type="checkbox"/> People leave <b>fired-up</b> and <b>energized</b> .   |
| <input type="checkbox"/> <b>Learning is emphasized</b> .   |  |