

Kaizen Daily Huddle Worksheet

Continuous Improvement for High-Performing Startup Teams

Process-First Network | Emmanuel Bakare

Turning Chaos into Cash through Daily Excellence

What is a Kaizen Daily Huddle?

A Kaizen Daily Huddle is a short, focused team meeting (10-15 minutes) designed to identify problems, share improvements, and maintain momentum toward operational excellence. The word "Kaizen" means "continuous improvement" in Japanese, and when applied to startup environments, it creates a culture of daily progress and problem-solving.

Benefits for Startups:

- **Catch problems early** before they become expensive crises
 - **Share knowledge** across team members quickly
 - **Maintain alignment** on priorities and goals
 - **Build improvement culture** from day one
 - **Increase team engagement** and ownership
 - **Accelerate learning** and adaptation
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The Unified Magic Daily Huddle Framework

Our proven structure combines Lean, Agile, and Kaizen principles specifically adapted for startup teams:

1. SAFETY FIRST (2 minutes)

- Any safety, security, or critical issues?
- Customer escalations or urgent problems?
- System outages or technical emergencies?

2. YESTERDAY'S WINS (3 minutes)

- What went well yesterday?
- Which processes worked smoothly?
- What improvements were implemented?

3. TODAY'S FOCUS (3 minutes)

- What are today's top 3 priorities?
- Any potential roadblocks or challenges?
- Who needs help or support?

4. IMPROVEMENT OPPORTUNITIES (5 minutes)

- What problems did we encounter?
- What processes could work better?
- What ideas do we have for improvement?

5. ACTION COMMITMENTS (2 minutes)

- Who will work on which improvements?
- What are the next steps?
- When will we check progress?

Daily Huddle Worksheet Template

Date: __ **Team:** __ **Facilitator:** _____

Attendees: _____

SAFETY FIRST (2 minutes)

Critical Issues Requiring Immediate Attention:

☐ Safety/Security Issues:

☐ Customer Escalations:

☐ System/Technical Emergencies:

Action Required: ☐ Yes ☐ No

If Yes, Owner: __ *Deadline:* __

YESTERDAY'S WINS (3 minutes)

What Went Well Yesterday:

Process Improvements Implemented: 1. _____ 2. _____ 3. _____

Team Achievements: 1. _____ 2. _____ 3. _____

Customer Successes: 1. _____ 2. _____

TODAY'S FOCUS (3 minutes)

Top 3 Priorities for Today:

Priority 1: _____ *Owner:* __ *Success Criteria:* _____

Priority 2: _____ *Owner:* __ *Success Criteria:* _____

Priority 3: _____ *Owner:* __ *Success Criteria:* _____

Potential Roadblocks: 1. _____ 2. _____

Support Needed: - Who needs help: __ *With what:* ____ - *Who needs help:* __ *With what:* ____

IMPROVEMENT OPPORTUNITIES (5 minutes)

Problems Encountered Yesterday:

Problem 1: _____ *Impact:* ☐ Low ☐ Medium ☐ High
Root Cause: _____ *Improvement Idea:* _____

Problem 2: _____ *Impact:* ☐ Low ☐ Medium ☐ High
Root Cause: _____ *Improvement Idea:* _____

Problem 3: _____ *Impact:* ☐ Low ☐ Medium ☐ High
Root Cause: _____ *Improvement Idea:* _____

Process Improvement Ideas:

Idea 1: _____ *Effort Required:* ☐ Low ☐ Medium ☐ High
Expected Impact: ☐ Low ☐ Medium ☐ High
Suggested Owner: _____

Idea 2: _____ *Effort Required:* ☐ Low ☐ Medium ☐ High
Expected Impact: ☐ Low ☐ Medium ☐ High
Suggested Owner: _____

Waste Identification (8 Types of Waste):

- ☐ **Overproduction:** Making more than needed ☐ **Waiting:** Idle time between activities
- ☐ **Transportation:** Unnecessary movement of information/materials ☐ **Over-processing:** Doing more work than required ☐ **Inventory:** Excess work-in-progress ☐ **Motion:** Unnecessary movement of people ☐ **Defects:** Errors requiring rework ☐ **Underutilized Talent:** Not using people's skills effectively

Specific Waste Observed: _____ *Elimination Strategy:* _____

ACTION COMMITMENTS (2 minutes)

Immediate Actions (Today):

Action 1: _____ Owner: __ Deadline: __ Success Metric: __

Action 2: _____ Owner: __ Deadline: __ Success Metric: __

Short-term Improvements (This Week):

Improvement 1: _____ Owner: ____ Deadline: __ Success Metric: __

Improvement 2: _____ Owner: ____ Deadline: __ Success Metric: __

Follow-up Required:

What: _____ Who: __ When: __

Huddle Effectiveness Tracking

Meeting Duration: _ minutes (Target: 10-15 minutes)

Participation Level: ☐ Excellent - Everyone actively contributed ☐ Good - Most people participated

☐ Fair - Some people dominated discussion ☐ Poor - Limited participation

Action Item Quality: ☐ Specific and actionable ☐ Clear ownership assigned ☐ Realistic deadlines set ☐ Success metrics defined

Overall Huddle Rating: ★★★★★ (Circle stars)

What could make tomorrow's huddle better?

Weekly Huddle Summary

Week of: _____

Key Metrics:

- **Total Problems Identified:** _
- **Improvements Implemented:** _
- **Action Items Completed:** _ / _
- **Average Huddle Duration:** _ minutes

Top 3 Improvements This Week:

1.

2.

3.

Recurring Issues (Need Process Fix):

1.

2.

3.

Team Feedback:

What's working well with our huddles?

What should we change or improve?

Best Practices for Effective Huddles

Do's:

- **Start on time** and stick to 15 minutes maximum
- **Stand up** to maintain energy and focus
- **Rotate facilitation** to build leadership skills

- **Focus on facts** not blame or finger-pointing
- **Document everything** for tracking and follow-up
- **Celebrate wins** both big and small
- **Follow up** on commitments made

Don'ts:

- **Don't solve complex problems** in the huddle - schedule separate sessions
- **Don't let one person dominate** - ensure everyone participates
- **Don't skip huddles** - consistency builds the improvement culture
- **Don't make it a status meeting** - focus on improvement opportunities
- **Don't forget to follow up** on action items
- **Don't blame individuals** - focus on process improvements

Common Startup Huddle Topics:

- **Customer feedback** and satisfaction issues
 - **Product bugs** and quality problems
 - **Sales process** bottlenecks and improvements
 - **Team communication** and collaboration challenges
 - **Resource constraints** and creative solutions
 - **Competitive intelligence** and market changes
 - **Process automation** opportunities
-

Huddle Facilitation Rotation Schedule

| Week | Facilitator | Backup | Notes |
|--------|-------------|--------|-------|
| Week 1 | | | |
| Week 2 | | | |
| Week 3 | | | |
| Week 4 | | | |

Facilitator Responsibilities: - Prepare the workspace and materials - Keep the meeting on track and on time - Ensure everyone participates - Document key points and action items - Follow up on previous commitments - Share summary with absent team members

Monthly Huddle Review

Month: __ Team: __

Quantitative Results:

- **Total Huddles Held:** _ / _ (Target: 20-22 per month)
- **Average Duration:** _ minutes
- **Problems Identified:** _
- **Improvements Implemented:** _
- **Action Item Completion Rate:** _%

Qualitative Assessment:

Team Engagement Level: ☐ High ☐ Medium ☐ Low **Problem-Solving Effectiveness:**
☐ High ☐ Medium ☐ Low

Follow-through on Commitments: ☐ High ☐ Medium ☐ Low **Overall Culture Impact:** ☐ High ☐ Medium ☐ Low

Success Stories:

Biggest Improvement This Month:

Most Creative Solution:

Best Team Collaboration Example:

Areas for Improvement:

Process Issues to Address: 1. _____ 2. _____ 3. _____

Huddle Format Adjustments Needed:

Next Month's Focus:

Top 3 Improvement Priorities: 1. _____ 2. _____ 3. _____

Resources and Support

Need help implementing daily huddles or building a continuous improvement culture?

Contact Emmanuel Bakare: - Email: hello@startupprocessimprovement.com - Phone: 512-640-9994 - Website: startupprocessimprovement.com

Join the Process-First Network Community: - Share your huddle success stories - Get templates and additional resources - Connect with other improvement-focused startup founders - Access expert guidance and best practices

Recommended Reading: - "Startup Process Improvement: Vol. 1 - Turning Chaos into Cash" by Emmanuel Bakare - Available on Amazon, Apple Books, Google Play, and Barnes & Noble

This worksheet is part of the Unified Magic Methodology developed by Emmanuel Bakare, based on 150+ startup transformations and \$2.3M+ in documented waste

elimination.

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