

TOOLKIT

Daily Syncs

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INTRODUCTION

Why do we do this activity?

Stay informed on everyone on the team's actions, ask for assistance, and surface blockers early.

INTRODUCTION

When should you use this activity?

As the name of this activity suggests, we recommend you sync daily. Adjust accordingly, but keep in mind that the purpose of this is to stay in touch about everyone's day-to-day work.



We suggest **15 minutes** for this activity.
How much time you spend is up to you!

- **Everyone participates.**
- **Stay engaged.** Avoid side conversations. Use a “parking lot” to capture issues that are off-topic.
- **Start on time, stay on time.** To meet our goals, we need to watch the clock and stick to the plan.
- **Yes, and...** Instead of dismissing the ideas that your teammates suggest, push yourself to build on them.

Ready, set, go!

IDENTIFY

Identify the team members that need to share with each other on a regular basis. Consider including a diverse group that covers multiple disciplines.



Daily Syncs

15 min

IDENTIFY

Find a regular time that works for all team members involved.

- Strike a balance between the need for regular alignment and your team's need for uninterrupted work time.



SYNC

Come together at the regularly scheduled time. In a circle, have each team member answer three questions:

What have you completed since last time?

What will you complete for next time?

What is blocking you from completing your tasks?

Daily Syncs

15 min

SYNC

After each person finishes surfacing their blockers, come up with an action plan to address them, but avoid attempting to solution during the sync.



SYNC

If something in the sync sparks a discussion or someone needs to make an announcement, pursue these things after the sync, not during.

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