

Team Impact Analysis

Leader _____ Department/Area _____

Impacted Area	Impact(s)	Goal(s) EOD (end of day), EOW (end of week), EOM (end of month), EOQ (end of quarter)
Workforce		
Financial		
Customer		
Vendor		
Partner		
Infrastructure		
Brand		
Other		

The Rockefeller Habits by Verne Harnish

The Daily Huddle – a 5 to 15-minute meeting to discuss tactical issues, needs and provide updates to the prior huddle.

The Weekly Meeting – a 60-minute discussion to review progress on the priorities and address one or two main topics. The key is stay on point and ensure everyone is aligned. Ensure your leaders are documenting any negative impact on moves made.

The Monthly Management Meeting – a half-day or full-day meeting, in which all senior, middle, and frontline managers come together to learn and collaboratively address one or two big issues. The key is that any execution addresses the ‘Why’, who owns it, and expected results.

(Note: We did not include quarterly or annually meetings in this Crisis Meeting Process)