

LEADERSHIP RHYTHM DOWNLOAD

# Pre-Shift Huddle Template

A repeatable five-minute structure for setting the tone, priority, recognition, and support before the shift starts.



Use this tool during real shifts, not just training meetings. Print it, write on it, and return to it until the habit becomes normal.

## 1. Set the Tone (30 seconds)

Show up with energy and positivity. Your first sixty seconds set the team's emotional state for the entire shift.

**Example:** Hey team, I'm glad we're here together tonight. We've got a good crew and I'm expecting a great shift.

## 2. Communicate the Priority (60 seconds)

Name ONE thing the team needs to focus on. Not five. One.

**Example:** Tonight our focus is speed of service. When that ticket prints, we move. Every second matters to the customer.

## 3. Recognize Someone (60 seconds)

Call out a specific person for something specific they did well recently. People repeat what gets recognized.

**Example:** Jordan, the way you handled that rush on Tuesday - staying calm, keeping the line moving - that is exactly the kind of leadership we are building here.

## 4. Invite Input (30 seconds)

Ask one question, listen, respond, then go to work.

**Example:** Is there anything you need from me tonight to do your best work?

**Today's Priority**

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**Recognition I will give today**

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