



- TO CREATE FOCUS FOR THE TEAM
- TO CREATE A PLAN FOR DAY

HOW TO CREATE FOCUS?



STATE 1-3 THINGS THAT ARE IN FOCUS
UNTIL NEXT MEETING.



TIP: AGREE ON THE EXACT
PRIO ORDER AS A TEAM

THAT WHICH IS:

- URGENT / DEAD-LINE AT RISK
- BLOCKING OTHER TEAMS
- NEEDED TO SUCCEED WITH SPRINT GOAL
(OUR MAIN EFFORT)

FOR EACH THING IN FOCUS, ASK:

- ② WHO IS WORKING WITH IT
- ② WHAT HELP IS NEEDED TO COMPLETE
THE TASK AS SOON AS POSSIBLE (NO HALF MEASURES!)



IF TEAM MEMBERS HAVE MORE TIME TODAY:

- GO THROUGH THE BOARD (RIGHT-TO-LEFT)
TO ADDRESS THAT WHICH IS OLDEST FIRST.



FINALLY, SUMMARIZE THE PLAN AND ASK:

"IS THIS THE SMARTEST PLAN FOR THE DAY?"
IF NOT, ADAPT THE PLAN!

GO FURTHER!

YOU ARE SO EFFICIENT THAT YOU'RE DONE AFTER 5 MIN!

★ HERE ARE SOME QUESTIONS TO ASK:

- WHAT DID YOU LEARN YESTERDAY?
- WHAT BLOCKED YOU YESTERDAY?
- WHAT WAS YOUR BIGGEST CONTRIBUTION YESTERDAY?
- WHAT NEEDS TO BE IMPROVED?
- WHAT WAS YOUR LATEST INSIGHT?
- WHAT SHOULD WE CELEBRATE TODAY?
- WHAT DID YOU SAY YES/NO TO YESTERDAY?

GET MORE QUESTIONS!
USE JIMMY CARDS! →



★ EVEN BETTER: REVIEW THE RESULT OF YOUR LAST IMPROVEMENT EXPERIMENT! AND PLAN YOUR NEXT!

COACHING KATA

- WHAT IS YOUR TARGET CONDITION?
- WHERE ARE YOU NOW?
- WHAT DID YOU PLAN TO TRY IN YOUR LAST STEP?
- WHAT WAS THE RESULT?
- WHAT DID YOU LEARN?
- WHAT IS YOUR NEXT EXPERIMENT?