

Department Stand-up

NAME

DATE



**My Five  
Priorities**



**What I  
Completed**



**What's  
Up Next**



**Where I  
Am Blocked**

| My Five<br>Priorities | What I<br>Completed | What's<br>Up Next | Where I<br>Am Blocked |
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**What I Completed:**

A great way to keep each team member accountable to make progress on their tasks, give encouragement to those who are getting work done, and allow the team leader to better understand where each project stands.

**What's Up Next:**

Helps each team member break down their big projects into next steps and know what to do when they finish a task.

**Where I Am Blocked:**

Gives each team member an opportunity to ask for help and get answers on items that may be preventing them from completing their tasks.