TEN-MINUTE TEAM DISCUSSION

Clean Handoffs

Use it when: Things keep getting dropped between people or shifts.

The situation: A box stays on the dock. A call never gets made. Nobody was careless; the work fell into the gap between one person and the next.

LEADER OPENS WITH

Work: "Let's look at one handoff we do every week and make sure nothing falls through it."

Team or club: "We keep finding out late about things nobody picked up. Ten minutes to fix how we pass things on."

Run it

1. 2 min Pick one recurring handoff: shift change, practice to practice, one project stage to the next.
2. 5 min Walk through the last one. What was still open, and who found out late?
3. 3 min Agree on the three things every handoff must include, and where they get written down.

We agreed

Check-in owner: _____ **Date:** _____