

# Valhalla Business Solutions

## Daily Exit

### **Who:**

Direct reports only

### **What:**

Discuss what was accomplished for the day  
Discuss the days learning  
Review high impact priorities  
Review scorecard  
Follow up on Daily Kick Start commitments  
Recognize specific behaviors

### **Where:**

Area large enough to have all your direct reports

### **When:**

Daily  
15 minutes

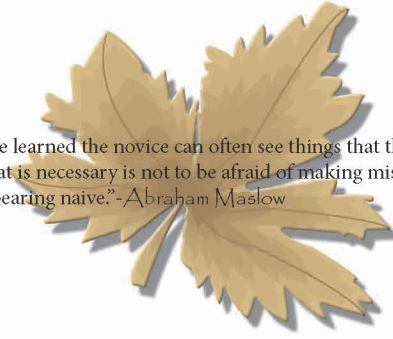
### **Why:**

Team learns from each other  
Increased accountability  
More urgency from your team  
Develops consistency which transfers to your customers  
Reinforces the importance of the day's activities

### **How:**

Ask  
Based on your learning today what changes would you make?  
Follow up  
i.e., you talked about scheduling three appointments this morning. How did that go? What did you learn?  
i.e., Paul you mentioned you needed three more presentations for next week. Where are you with your goal?  
Celebrate  
i.e., Kelly you surpassed your goals again for the third day in a row! What is working so well for you?

NOTE: The daily exit is critical to the management process, but cannot be the only activity. The Daily Kick Start is critical to making your Daily Exit effective



"I have learned the novice can often see things that the expert overlooks. All that is necessary is not to be afraid of making mistakes, or of appearing naive." - Abraham Maslow