



## Daily Standup Session

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This technique can double your productivity.

One Agile Methodology concept is the daily standup meeting. Normally, it is a meeting with team members that lasts no longer than 15 minutes. The team literally conducts the meeting while standing to help enforce the short meeting time.

The purpose of the meeting is to determine the work that will be done that day. The meeting should not be used to resolve issues or hold discussions to solve problems. We can use concepts from Agile for very small teams, even teams of one. Completing a daily standup session will help you track progress and stay on task, resulting in increased productivity.

***Before you start any work for the day, complete your daily standup session. This should take 5 - 10 minutes, and if it takes longer then you need to be more concise in your responses.***

Write down your answers to the following questions:

1. What did you do yesterday?
2. What will you do today?
3. Are there any impediments in your way?
  - a. If there are any impediments, can you resolve them?  
Add this to what you will work on today.
  - b. If you cannot resolve, who/what can assist? Example: Technical Support from the hosting company, WordPress Theme Provider/Support Team, your contractor from oDesk, etc...

**TIP: Complete your daily standup meeting before you check your email. Email can be a distraction and can pull you away from critical tasks. This is very important!**

If you have any questions or if you have used the technique, let me know. I would love to connect. Email me! [doug@nichesiteproject.com](mailto:doug@nichesiteproject.com)