

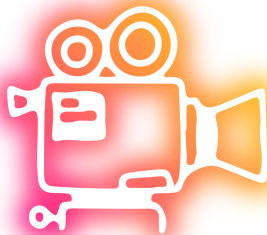
MORNING HUDDLE

Cheat Sheet

How to Use This Sheet:

- Your huddle is a 5–10 minute team meeting before clients arrive.
- Pick 1–3 topics from this list each day — mix sales, recognition, and goals.
- Stand up, gather the team in a circle, speak clearly — don't sit down.
- Make eye contact, smile, and invite them to talk back.
- "Let's have a great day — we've got this!"

TIP: If you feel awkward, write your huddle on a sticky note — read it if needed!



Daily Goals & Numbers

- "What's your total booked sales goal for this week? Are you pacing ahead or behind?"
- "How many guests are on your book today — is your timing realistic?"
- "What's one way we can tighten up timing so you stay on track?"
- "What's your personal goal for today — total sales, services, or a number of guests rebooked?"

Sales Focus

- "What's one service you'd love to book more of today? How will you talk about it?"
- "Who has an open spot today? How can we fill it?"
- "What's your upsell opportunity today? Who do you have that would love a treatment add-on?"
- "What's one way you can make today's guest experience feel extra special so they buy retail without hesitation?"

Scripts & Roleplay

- "If a guest says 'I'll think about it,' what can you say to help them decide today?"
- "Let's practice rebooking — what's one way you ask naturally?"
- "How do you greet a brand new guest so they feel welcomed and seen?"
- "If a guest has an issue, what's your go-to response to turn it around?"

Team Culture & Recognition

- "Who crushed it yesterday — who deserves a shoutout?"
- "Did anyone help a teammate or go above and beyond?"
- "Who do you want to thank today for having your back?"
- "One word — what vibe are you bringing to the team today?"

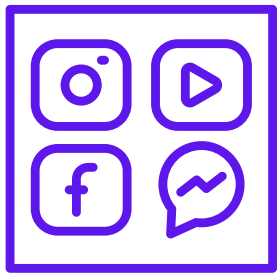
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Client Experience

- "Who is a VIP or special guest today — how can we go above and beyond?"
- "Is anyone seeing a new guest — what's your plan to make them feel at home?"
- "If you could change one small thing to level up the guest experience today, what would it be?"
- "What's one detail you can add to today's guest visit that will make them feel special?"



Marketing & Social

- "Who's capturing a photo or video today — what's the goal?"
- "Who's comfortable asking for a Google review today?"
- "Who wants help getting a before/after for their page?"
- "Who's posting something salonrelated today?"



Quick Tips & Mini Trainings

- "Share one quick tip or trick you used yesterday that worked great."
- "What's one thing you learned this week you can share today?"
- "What product do you feel unsure selling — let's talk about how to explain it."
- "What's one salon standard we can tighten up today?"



Fill Gaps

- "Do we have any cancellations we need to rebook today?"
- "Who has an opening — how can we get it filled?"
- "What's one thing you can do if you get a gap — phone calls, social, prep?"

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Down Time Plan

- "If you finish early, what's one thing you can tidy or prep today?"
- "What retail shelves or color drawers need checking?"
- "Who needs help folding, stocking, or resetting?"



Motivator & Wrap Up

- Daily Mantra: Quick line to inspire
- Personal Win: Name one thing proud of from yesterday
- Set the Tone: Vibe for the day — calm, high energy, upsell
- 1-2-3 Break: 1 goal, 2 ways to hit it, 3 cheers to start the day

For the Huddle Leader:

"Remember — these few minutes together aren't just about numbers or sales. They're about setting the tone for the day. This is your chance to remind your team why they're here, what's possible today, and that you're all in it together. When you show up with clear direction and genuine care, they'll show up stronger for you, for each other, and for every guest who walks through your door. Take a deep breath, lead with confidence — and send them out ready to shine."

