SEA Daily Worksheet

A practical tool to turn the daily into direction, support, and adaptation.

1. Spot the noise

What creates most noise in your daily?

1. _____
2. _____
3. _____

2. Change the focus

What question would help the team move forward today?

Our question: _____

3. Where can AI help?

Mark: [ ] Summarise [ ] Detect risks [ ] Prepare context [ ] Spot patterns [ ] Suggest questions

First experiment: _____

4. Look at the daily through SEA

Strategy — What is the real priority?

_____

Empathy — Who needs help or context?

_____

Adaptability — What should we adjust today?

_____

5. One-week experiment

Change: _____ Owner: _____
Duration: _____ Success signal: _____

6. Review

Was the daily shorter? Yes / No / Not yet
Did it help decisions? Yes / No / Not yet
What will we keep? _____
What will we change? _____

AI can prepare signals and context. The team remains responsible for making sense of them and deciding what to do next.