

5-15 Report

5-15 Report for the week of

What I accomplished

-

What's Working

-

What's Not

-

How am I feeling? What is the climate of the team/group?

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Good Idea (what one thing will make the biggest improvement in my life, work or the organization?)

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What concrete steps will I take to make this happen? By when? Action Plan

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Please add this item to the Agenda of our next Meeting

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Today's Date:

5-15 Action Plan

Steps I will take by when

Project or Service	Monthly Newsletter		
Target Audience	Email list		
Pricing	n/a		
Purpose/Objective	Share expert information		
Intended Results	Gain new clients and speaking opportunities		
Materials Required	Write 4 blog posts and one overview article for newsletter		
Resources Required	My blog		
	Photographs for posts		
Call to Action			
	Do What	By When	Completion Criteria
Step 1	Pick topic for the month		
Step 2	Write draft of each of 4 posts		
Step 3	Send draft to Judy for review		
Step 4			
Step 5			
Step 6			
Step 7			
Step 8			
Step 9			
Step 10			

5-15 Report

Every week/month submit a report that takes no more than 15 minutes to write or 5 minutes to read. The process, as described by Paul Hawken, founder of Smith & Hawken, has three parts:

1. A simple description of what the person did during the week/month
2. A blunt description of the person's state of mind and the climate they see around them
3. One idea that will improve the person's job, department, or organization.

5-15 reports talk about what is going on with specific projects, people, and processes. It helps to quickly identify what is working, and what is not. It provides a forum for celebrating success, asking for help when needed, venting irritation and passing along information of interest.

I used this system as a supervisor and it really facilitated information, problem solving, and communication. It is a great way to track progress on projects, identify achievements and focusing on solutions instead of bemoaning problems with out remedy.

They are elegantly short, both to write and read.

I feel this moves conversations and teams forward. They can help use meeting time effectively. They are designed to foster two-way communication, not the traditional top down model. Information is to be shared by all team members.

Choose a date and time when the reports are due. If you have a regular meeting scheduled, ask that reports come in 2-3 days prior so you have time to read them and identify items for your agenda and discussion. Email works well, all reports go to all team members. The Meeting Agenda are generated from the 5-15 Reports.

It is tempting to make the report longer. Avoid this. Keep to the single page footprint. This is a snapshot, not an oil painting.

The reports will give you feedback about what you have accomplished and what is to be done, what works and what does not. They keep everyone informed and on the same page.

If you know how, save your one page form as a template and then fill in a new document each week.

Your 5-15 report is due by 5pm each Friday. Send it to everyone in your group.