



5 – 15 Reports

Easing the Flow of Information

Does your heart sink when yet another fat business report drops into your inbox? And does the thought of writing a similarly stuffy and complex document sap your spirit?

Business reports can go on for page after boring page, so they may well end up lying unopened on your desk. And, by the time you do read them, they may be out of date.

What if you could shorten your progress reports to a simple list of items on a single sheet of paper? What if you could write them in only 15 minutes and it took your "customer" just five minutes to read them? You could keep information flowing around your organization easily, and help everyone feel less weighed down with work.

In this session, you'll find out how to do that with the 5-15 Report. It's a bite-sized document that you and your people can use to summarize your team's progress, highlight potential obstacles, set goals, and celebrate success.