

FACET 5 ACTION PLANNING – YOUR 5-BY-5 REPORT

The 5-by-5 report¹ is built by reviewing your [Operating Guide](#) and identifying 5 statements that are your 'Golden Rules' - statements that resonate strongly, and you see as strengths.

Then identify 5 statements that [Give you Pause](#). In other words, statements that while true, point out areas to want to be mindful to manage.

Example of Pete's 5-by-5 Report...

Golden Rules	Things that give me pause
Appeal to Pete's sense of adventure and interest in new ventures and projects	Encourage Pete's positive outlook and 'Can do' attitude - but be alert to a tendency not to listen to opposing views and to underplay potential pitfalls
Openly acknowledge Pete's capacity to 'turn a hand' to most things that interest and to make a success of them	Tolerate Pete's informal style but help to recognize when and where this could be a disadvantage
Offer an informal, friendly working environment that is tolerant of lively individuals and is relatively free from bureaucracy and red tape	Look for signs of frustration, overload, boredom and a shift in interests - this could be a signal for your help and direction
Trust Pete to establish an operating framework which will usually be flexible, leaving room for adjustment and modification	Negative feedback will usually center on Pete's tendency to take on too much or the adverse impact on less outgoing or forthright people
Create opportunities for Pete to gain a wide variety of experience and knowledge	Avoid giving or implying direct criticism - it will hurt, making Pete defensive and stubborn - insisting that decisions are right, and actions are justified

¹ "Five by five" refers to the quality of radio communication in terms of transmission clarity and transmission strength. The scale goes from one to five, five being the highest strength and best quality.