

Weekly commitment ledger

WHEN

HOW LONG

LIMIT

TEAM

WEEK OF

LED BY

1

Last week

read aloud in order, no discussion during the read

WHO	SAID THEY WOULD	BY	DONE?	WEEKS OPEN

2

This week

stated by them, not assigned by you

WHO	WILL DO	BY

THE ESCALATION LADDER · READ THE WEEKS OPEN COLUMN, NOT THE STATUS

One week open is nothing. Weeks go badly. No comment, move on.

Two weeks open is a private question. Ask what is in the way.

Three weeks open is a decision. Make room for it, or drop it and say so.

Dropping something is a success. Say so the first time it happens.

Commitments, not tasks. The test: would it be strange for this to still be undone in a fortnight without anyone mentioning it? Whoever leads puts their own commitments on the list and reads their own misses first. Do not use this in performance conversations, or people will commit defensively and the information stops being true.