Commitment Tracker

What we said we would do... and whether we did

Name:_____ Year:_____

Record every commitment made in a conversation, by either of you. Mark the owner, set a due date, and check back before your next meeting.

DATE MADE	COMMITMENT	OWNER	DUE	FOLLOW-UP	STATUS

Owner... write ME or THEM. Status... Done, In progress, Revisit, or No longer needed.

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Team Conversation Calendar

One year of intentional conversations at a glance

Leader:_____ Year:_____

Write the date each conversation is held. An empty box is a gentle reminder of who still needs your time.

TEAM MEMBER	Q1 DISCOVER	Q2 DEVELOP	Q3 DEEPEN	Q4 DISTINGUISH	FLEX	ANNUAL

> *Think of the quarterly conversation as the floor, not the ceiling. Monthly or weekly check-ins are welcome whenever they serve the person and the work.*

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