

2017 Promise Management – Your Name, Firm and the Date Go Here

2017 Master Promise	Status	Red Flags	Most Important Next Step
Your crisp, outcome-oriented, measurable promise for what you will achieve in all of 2017 – that is connected to and supportive of your manager’s 2017 promise – goes right here in about the same amount of words shown.	1, 2, 3 or 4 goes here; see status key below	Idea here is that you raise the “there’s a risk to me fulfilling my promise flag” before anyone else does.	Notice this is singular, not plural – please write the most important next step for you to take to achieve your master promise at the time you are writing this.

	2017 Supporting Promises	Status	Red Flags	Most Important Next Step
1	Supporting promises – by writing and fulfilling these, you're making fulfillment of your master promise possible. Write them to be crisp, outcome-oriented, and measurable and to include an end date for when the promise will be fulfilled.	Same as above	Same as above	Same as above
2	Expand this form by choosing “table layout” from the menu above and clicking on “add row” to add as many supporting promises as you need.			
3	When you’re done writing your promises, share them with your manager for review, edits, and to be sure there is alignment to their 2017 promises.			
4	Thank you! By writing your promises you are literally authoring the unique role you will play this year in helping your manager and teammates achieve your group goal and in how you will help your firm achieve the 2017 company goal.			
5	At fiscal year-end, you’ll have an opportunity to self-assess how you did in fulfilling your promises.			

Status Key: 1 = On Track 2 = Off track but can recover without additional help 3 = Off track but can recover with additional help 4. Off Track and cannot recover; need to renegotiate original promises