Draft word choice for your promise:
I will...

because I said I would.

Start date: __________/________/20____  Completion date: __________/________/20____

Other parties involved:
Name:_______________________________________  Name:_______________________________________
Name:_______________________________________  Name:_______________________________________

Possible barriers to success:
□ □ Knowledge / talent / experience  □ □ Forgetfulness
□ □ External party cooperation  □ □ Resources / funding
□ □ Personal learning curves / possible mistakes  □ □ Equipment / supplies failure
□ □ Traffic / transportation / weather  □ □ Lack of adequate time / poor time estimates
□ □ Loss of motivation  □ □ Arising priorities or conflicting emergencies
□ □ Other(s) ________________________________  □ □ Written communication with all parties

I commit to these best practices:
□ □ Calendaring tasks  □ □ Back up plan(s)
□ □ Accountability partner(s): ____________________  □ □ Motivators:_______________________________
□ □ Checklist(s)  □ □

Actionable steps (check as completed):

□ 1. ____________________________________________
□ 2. ____________________________________________
□ 3. ____________________________________________
□ 4. ____________________________________________
□ 5. ____________________________________________