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COURSE BROCHURE

# Commitment Capture and Weekly Review Training Course for Managers

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**jupiterprime.uk**

info@jupiterprime.uk

Registered in the United Kingdom and Saudi Arabia

# Commitment Capture and Weekly Review Training Course for Managers

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Commitment Capture and Weekly Review is a 1-week training course for managers and professionals with heavy workloads who need every request held in one trusted place, closing with a Commitment Inventory and Review Routine. Managers now juggle messages, meetings and shared projects across several channels, so untracked agreements quietly become missed deadlines and strained relationships. Jupiter Prime Training offers this course.

## Why Commitment Capture and Weekly Review Matters Now

Two forces make this discipline urgent. Requests now arrive through chat, email, meetings and shared boards at once, so agreements scatter across places nobody revisits. At the same time, colleagues, clients and senior leaders expect quick, reliable follow-through on hybrid projects. A manager who captures every open loop and reviews it on a fixed rhythm frees attention for judgement and keeps projects moving; one who relies on memory drops handovers. The course rests on established practice in open-loop capture, next-action thinking and periodic review, described in general terms.

## Who Gains Most from Commitment Capture and Weekly Review

- Managers holding many parallel projects with promises owed to several stakeholders
- Professionals whose inbox and meeting notes generate more follow-ups than they can recall
- Project and operations leads who must keep hand-offs and dependencies visible
- Specialists moving into supervisory roles with a sudden rise in requests
- Client-facing staff accountable for timely replies and agreed deliverables

Departments that send several managers together gain most, as shared capture habits make hand-offs dependable.

## Commitment Capture and Weekly Review Capabilities

Participants leave able to move every incoming request from scattered notes into a trusted, regularly refreshed system of next steps.

- Build a single collection point for every incoming promise and idea — colleagues relying on follow-through
- Apply a clarifying test that turns vague items into concrete next actions — project sponsors
- Design action lists grouped by context, tool and energy — daily choices about what to do now
- Specify project outcomes with a visible next step for each — stakeholders awaiting progress
- Test the system through a structured weekly review — the manager's own priorities and line manager

- Communicate renegotiated commitments early and clearly — clients and peers affected by changes

## Key Commitment Capture and Weekly Review Terms

- Open loop — any agreement, idea or unfinished item held in the mind rather than in a trusted external record.
- Capture point — a physical or digital place where incoming items are collected before they are decided on.
- Next action — the very next visible, physical step that moves an item forward, stated so it can be done without further thought.
- Context list — a list of next actions grouped by the place, tool or person needed to do them.
- Waiting-for list — a record of items delegated or requested from others, with the date and person noted.
- Weekly review — a fixed session that empties capture points, updates every list and checks each project has a next step.

## Commitment Capture and Weekly Review Day by Day

### Day 1: The Cost of Untracked Agreements

- Mind Sweep Inventory — Surfacing Every Open Loop Held Mentally
- Channel Audit — Where Requests Actually Arrive Across the Week
- Attention Residue Concept — Why Unfinished Items Drain Focus
- Stakeholder Promise Map — Who Expects What From the Manager
- Capture Point Selection — Reducing Inboxes to a Trusted Few

### Day 2: Clarifying What Each Item Means

- Actionable or Not Test — Trash, Reference or Someday Decisions
- Two-Minute Rule — Doing Small Items Immediately Versus Deferring
- Next-Action Phrasing — Verbs That Make Steps Obvious
- Delegation Hand-Off Note — Recording What Was Asked of Whom
- Meeting Notes Processing — Extracting Follow-Ups Within the Day

### Day 3: Organising by Context

- Context List Design — Calls, Computer, Errands and Agenda Groupings
- Waiting-For Tracker — Chasing Delegated Items Without Micromanaging
- Project Outcome Statements — Defining Done for Multi-Step Commitments
- Calendar Hard Landscape — Separating Fixed Appointments From Flexible Actions
- Reference Filing Structure — Retrieving Material in Seconds

## Day 4: Reviewing and Choosing Work

- Weekly Review Checklist — Emptying, Updating and Looking Ahead
- Responsibility Areas Ladder — Linking Actions to Areas and Goals
- Energy and Time Matching — Selecting Actions for the Moment
- Renegotiation Script — Resetting Promises Before They Break
- Someday List Pruning — Keeping Ideas Without Carrying Them Daily

## Day 5: Practising the Commitment Inventory and Review Routine

- Live Capture Drill — Applying Clarifying Tests to a Real Inbox
- Context List Build-Out — Populating Lists From Participants' Own Work
- Project Next-Step Check — Applying Outcome Statements to Current Projects
- Peer Review Exchange — Testing Each Other's Weekly Review Checklist
- Commitment Inventory and Review Routine — Final Lists, Rhythm and Triggers

## Applying Commitment Capture and Weekly Review After the Course

- Hold a weekly review at the same slot for four consecutive weeks and log which lists needed most correction.
- Run a mind sweep with your direct reports and agree shared capture points for team requests.

## Commitment Capture and Weekly Review Questions FAQ

### What is commitment capture and weekly review, and why does it matter now?

It is a discipline for recording every promise and idea outside your head, then refreshing those records weekly. It matters now because requests arrive through many channels, and untracked agreements quickly turn into missed deadlines.

### Which roles gain most from commitment capture and weekly review training?

Managers and professionals with many parallel projects gain most. Project leads and newly promoted supervisors benefit quickly.

### How does commitment capture and weekly review differ from a time management course?

It centres on agreements rather than hours. Time management courses usually focus on scheduling and prioritising the calendar; this course builds the capture, clarifying and review habits that decide what belongs on that calendar at all.

## What do you bring back from commitment capture and weekly review training?

You bring back a working inventory of your commitments and a review rhythm. It includes context lists, a waiting-for tracker and a weekly checklist.

## Commitment Capture and Weekly Review: The Way Forward

The Commitment Inventory and Review Routine first informs which promises to keep, renegotiate or release in the coming week. The manager uses it daily, and colleagues feel its effect through dependable replies and hand-offs. After the first month, revisit the context lists: they often need regrouping once real patterns of calls, meetings and focused desk work become clear.