How to Commitment Plan Effectively

Start with three critical tasks:

CRITICAL TASK
Review your results

Discover your team's strengths and weaknesses.

? Need Help?   ○ Mark Complete?

CRITICAL TASK
Meet with your team

Communicate results and work with your team to decide where to focus.

? Need Help?   ○ Mark Complete?

CRITICAL TASK
Finalize Commitments

Start making work awesome! Set commitments and take action.

? Need Help?   ○ Mark Complete?

Click here for tips & suggestions

Be sure to mark these complete!

Enter 2-3 commitments based on your team's results.

- If you aren't sure what to commit to, focus on 1 or 2 of your Engagement Drivers.
- Leverage the Ideas library for ideas on what to commit to, or enter your own custom commitments.
- Add a due date to each commitment and assign who is responsible for it. This could be the manager, or a teammate who is passionate about seeing the commitment through to completion.
- As meetings are held or actions are taken related to your commitments, make notes within the tool to track those. Doing so will help you track and communicate your progress.

Involve your team.

- Hold a meeting with them to discuss the results. The survey collects their feedback, but it shouldn't replace conversations about their challenges, what they think is working effectively, etc.
- Have them help generate other ideas for commitments.
- Assign them ownership of the commitments.

Add the employees on your team as Plan Observers.

Note: They will not receive access to the reporting site, just regular email notifications about plan progress.

Once commitments are finalized, download to PDF and share it with your team and manager.

QUANTUM
W O R K P L A C E