The Promise Audit

Check the load before making another promise.

Your word should have a clear finish and a realistic place in the calendar. Honest limits protect the people depending on you.

01 List the promises people rely on

Use the agreed result and deadline, not a vague intention.

Item	Promised result	Who relies on it?	Agreed deadline
Promise 1			
Promise 2			
Promise 3			

02 Check capacity

Choose the promise most at risk and check what the work actually requires.

Promise at risk

Time and preparation it needs

Actual calendar space available

Existing duty it would displace

The Promise Audit / Review & follow-through

03 Communicate before the deadline

Do not quietly move a promise someone else is relying on.

Plain update I need to give

Realistic alternative I can offer

Who I will contact, and when

Revised result / deadline agreed

04 Keep the next commitment

Prepare a visible first step and check the promised finish.

Preparation action

Start time

Evidence the result is finished

When I check outstanding promises