Weekly Commitments

Feature

Focus on what matters most—build momentum, foster accountability, and celebrate progress

Epic's **Weekly Commitments** feature helps teams stay focused, aligned, and accountable—by capturing the most important (but often not urgent) tasks each person commits to completing each week. It replaces vague intentions and scattered to-do lists with a shared, transparent rhythm of execution.

Whether used by individuals or entire teams, this feature creates a culture of ownership and visibility—where progress is tracked, celebrated, and supported in real time.

A short weekly team check-in to review progress adds real momentum to this deceptively simple process. With previous weeks archived, teams can reflect on patterns, celebrate wins, and course-correct when needed. It may look straightforward—but don't underestimate the power of every team member consistently delivering the 3 to 5 most important things they committed to each week. That's where real traction begins.

Key Functions

- 3–5 Priority Commitments Per Week: Each team member selects up to five important tasks for the week—focused on strategic value, not urgency.
- Rolling Three-Week View: Everyone can see last week's, this week's, and next week's commitments—creating continuity and momentum.
- Team-Wide Visibility: All commitments are visible to the entire team. This transparency raises accountability and encourages peer support.
- Progress Updates & Comments: Individuals can update progress throughout the week, adding comments that reflect effort, challenges, or milestones.
- Peer Recognition: Team members can 'like' each other's commitments and progress updates—reinforcing engagement and shared ownership.
- 10-Minute Weekly Team Meeting: A short weekly check-in to review commitments and progress helps teams stay aligned and focused.
- Archived History: Previous weeks are stored and accessible, allowing individuals and managers to reflect on progress over time.
- Mobile App Enabled: Fully accessible via mobile and tablet, allowing users to update commitments and track progress on the go.