Weekly Commitments

Scenario

ABC Suites (Pty) Ltd

Everyone was busy. Not enough was moving.

ABC Suites (Pty) Ltd · Candy Wrapper, CEO.

The Problem

CEO Candy Wrapper inherited a culture where being “busy” was a badge of honour. Teams reacted to urgent issues and juggled tasks that weren't always aligned with strategic priorities. There was no shared rhythm for execution, no visibility of what people were truly focused on, and no way to separate urgent distractions from important goals.



What they did

1. **3–5 commitments a week.** Every team member captures their key commitments each week, focused on Quadrant II of the Eisenhower Matrix – important but not urgent.

2. **Visible to the whole team.** Commitments are shared across the team, building transparency and peer accountability.

3. **A 10-minute Friday check-in.** Some leaders review progress, set new commitments and discuss how teammates can “clear the path” for one another.

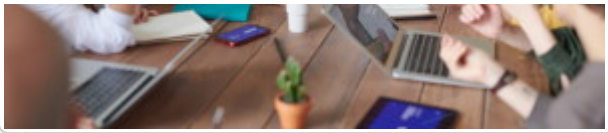
	URGENT	NOT URGENT
IMPORTANT	Quadrant I *urgent and important* **DO**	Quadrant II *not urgent but important* **PLAN**
NOT IMPORTANT	Quadrant III *urgent but not important* **DELEGATE**	Quadrant IV *not urgent and not important* **ELIMINATE**

The Result

From reacting to noise to delivering what matters, week by week

Execution has gone from scattered to strategic. ABC Suites is now “living above the line” – important work gets done, distractions are minimised and progress is visible every week.





"From reactive 'busy-ness' to intentional progress."