



# Commitment Extractor

Every promise you made out loud today, pulled from the meetings you already record, filtered before it reaches you, and set down on one page.

*Fifteen minutes at end of day closes the loop on all of them.*

AUSTIN ARNOLD · KEEPING LEADERS ON COURSE

VERSION 4.0

## 01 THE END OF DAY PAGE

*One page, everything still open*

Every meeting you recorded today is read once. At the end of day, what comes back is a one pager that neatly summarizes all the promises you made, who it's owed to, the meeting where it happened, and any deadlines associated.

### Ranked by what is late

Overdue sits at the top in red. Everything else falls in behind it by how much time is left.

### Traceable to the room

Every line names the meeting and the hour it was said, so you can check the claim before you act on it.

### Named on both ends

A promise with nobody on the other end of it is not a commitment, and never reaches the page.

| SAMPLE                                           |                                                                                                                   | DEMO DATA           |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------|
| 4 commitments need you                           |                                                                                                                   | Thursday<br>4:45 PM |
| 6 meetings reviewed · 3 cleared before this page |                                                                                                                   |                     |
| 01                                               | <b>Priya Raman, Head of Finance</b><br>Send the revised Q4 forecast<br>Exec staff, 9:30 AM                        | Due today           |
| 02                                               | <b>Tom Villareal, Board</b><br>Introduction to the Anthem CFO<br>Board prep, 11:15 AM                             | 1 day overdue       |
| 03                                               | <b>Daniel Okafor, VP Operations</b><br>Answer on the Denver lease renewal<br>1:1, 1:00 PM · the date you gave him | Due Friday          |
| 04                                               | <b>Sasha Lindgren, Partner</b><br>Circle back once the board has seen the deck<br>Partner sync, 3:20 PM           | 7 days              |

## 02 THE FIFTEEN MINUTES

# You confirm. You never triage.

### Human in the loop

I read the extraction, drop what already went out, and merge the same promise made twice in two different rooms.

### What survives the filter

Only commitments still open, still yours, and still carrying a name on the other end of them.

### What the block is for

Fifteen minutes to close, hand off, or renegotiate. Every line you touch is a line that still needed you.

### Works with the tool you have

Granola, Gemini, Otter, Fireflies. The transcript is an input, never a dependency.

### A promise stays until it closes

Nothing falls off the page after a day. It leaves when it is done or when you kill it.

### No new inbox to check

One page, one block, at the end of a day you were already finishing.

*Built for the rhythm of business, not for the tool of the month.*

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