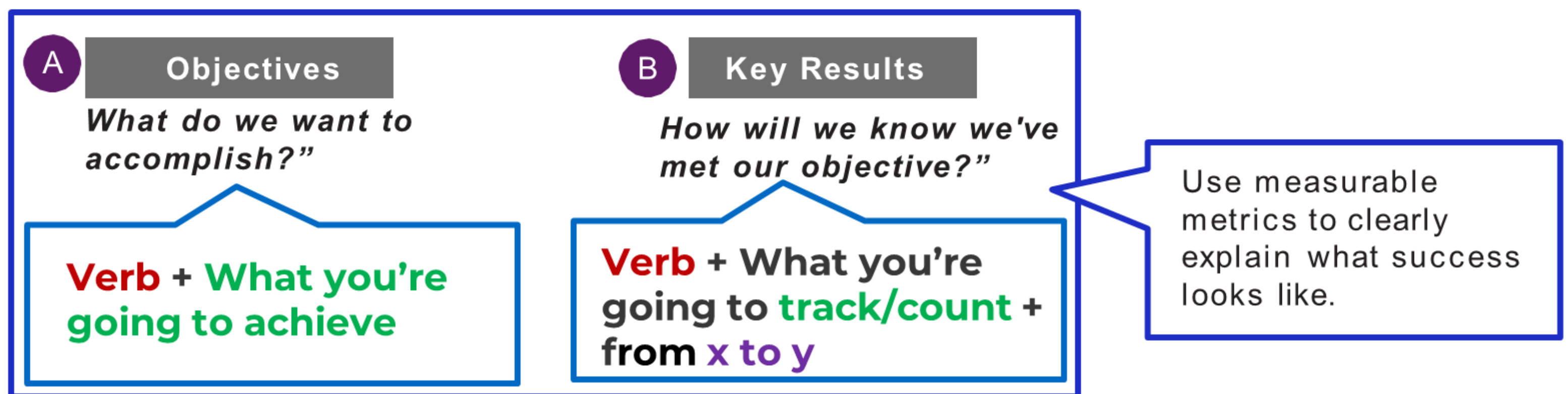


OKR Cheat sheet



OKRs - Objectives & Key Results

Focus on outcomes



Writing your OKRs

1. Make it inspiring
2. Set objectives
3. Set measurable Key Results
4. Up to 5 OKRs

Keep in Mind

- Align OKRs to overall organization strategy
- Less is more; easy to memorize
- No more than 3-5 Key Results
- Communicate & negotiate OKRs to partners to reduce delays/impacts to ensure success
- Will you succeed when all Key Results are met?

OKRs Self-Check

Use “OKR self-check” questions to do a self-assessments when you set OKRs

- Does the Objective inspire for you?
- Is the Objective short and easy to memorize?
- Can you read the Objective without stopping to breathe?
- Is the Objective achievable in the next OKR cadence?
- Do all Key Results contain metrics (not tasks) in the description?
- Do all Key Results measure results (not effort)?
- Will you succeed with an Objective when all Key Results are fulfilled?
- Do you have 5 or less Key Results for each Objective?

If you have answered **YES** to all questions, your OKRs seem to be formulated properly.

You can use this self-checklist to assess if you are using the OKRs properly

- Do you continuously review/monitor the health of the OKRs during the Year/Quarter?
- Are the OKRs visible/transparent to the team and the organization?
- Do you refer to the OKRs when prioritizing work?

If you have answered **YES** to all questions, your OKRs seem to be used and tracked properly.