The Startup OKR Review Toolkit

Powered by OKRs Tool

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Run better end-of-quarter reviews. Learn faster. Improve every cycle.

Built for early-stage teams, this toolkit helps you turn every OKR cycle into real insight and momentum. Whether you're reviewing solo as a founder or gathering feedback from a 20-person team, this guide makes reflection structured and simple.

OKR Review Meeting Agenda (45 minutes)

Time	Topic
5 min	**Set the stage** — Share the agenda, tone, and goals for the review.
15 min	**Review each objective** — Show final KR scores, and ask "Why?" not just "What?"
10 min	**Team reflection** — What worked? What didn't? What surprised us?
10 min	**Capture learnings** — Summarize themes, missed goals, blockers, and wins.
5 min	**Next steps** — Decide what will carry forward into planning for the next cycle.

💡 Pro tip: Keep it focused. OKR reviews aren't postmortems. They're about learning, not blaming.

Reflection Prompts

Use these prompts to spark discussion or as a written async template:

For each Objective:

- Was this the right priority for the cycle?

- Did we hit the goal? If yes, what helped? If not, why?

- Were the key results the best way to measure success?

- Were owners empowered and supported?

Team-wide:

- Did our OKRs reflect our most important work?

- Did we check in frequently enough?

- Where did alignment break down (if anywhere)?

- What felt unclear or overly complex?

- What habits helped us stay focused?

OKR Review Template — [Quarter + Year]

Objective:
[Insert your objective here]

Key Results Overview:

Key Result	Final Score	Notes
KR 1: [Describe]	[e.g. 80% Achieved]	What helped or blocked progress?
KR 2: [Describe]	[e.g. 100% Achieved]	Any surprises or lessons?
KR 3: [Describe]	[e.g. 50% Achieved]	Was this the right metric?

✅ What Worked:

- [Example: Weekly check-ins helped catch blockers early]

- [Example: Strong cross-team collaboration on X initiative]

❌ What Didn't Work:

- [Example: KR #2 lacked clear ownership]

- [Example: Scope creep affected timelines mid-cycle]

🧠 What We Learned:

- [Example: Need tighter scoping during planning]

- [Example: Metrics need to reflect outcome, not output]

🔁 What We're Changing Next Cycle:

- [Example: Simplify KR language for clarity]

- [Example: Add midpoint OKR review to catch drift earlier]

Recognition Section

Take 3–5 minutes (written or live) to highlight:

- Goals that were *exceeded*

- Moments where teams overcame blockers

- MVPs of the quarter (individuals or squads)

- "Stretch" efforts that showed initiative — even if results fell short

Encourage peer shout-outs. Recognition is more powerful when it's shared across the team, not just from the top down.

Post-Review Checklist

✅ [ ] Each objective has a final status: Achieved / Partial / Not Achieved
✅ [ ] All key results have final numbers and commentary
✅ [ ] Team has reflected (individually or together) on what worked and didn't
✅ [ ] Documented what you're changing next cycle
✅ [ ] Shared the review summary with your team (Notion, OKRs Tool, Slack, etc.)
✅ [ ] Any open questions or takeaways added to next cycle planning doc

Why This Matters

The best startups don't just "do OKRs." They **learn from them.**
This toolkit makes sure you're not just tracking performance — but improving how your team works together every single cycle.

You don't need more tools. You need better habits.

Want an OKR tool built specifically for startups?

OKRs Tool helps teams of 2–50 stay aligned without the overhead.

- Team-based pricing

- Instant setup

- Built for first-time OKR users

Try OKRs Tool →