



OKR Check-In & Review Template

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To guide weekly or biweekly check-ins and quarterly performance reflections using OKRs as the foundation for clarity, coaching, and growth.

Weekly Check-In (Lightweight)

Frequency: Weekly or biweekly

Time Required: 5–10 minutes per team member

Template:

1. Progress Update

- What % complete are your Key Results?
- Any blockers or risks to highlight?

2. Wins

- Any milestones hit this week?
- Shoutouts or cross-functional support?

3. Priorities for Next Week

- What's your #1 focus tied to your OKRs?
- What support do you need?

Optional:

Emoji pulse check (😊 / 😐 / 😞)

Slack-integrated nudge

🗨️ Monthly 1:1 Conversation (Performance Touchpoint)

Frequency: Monthly

Time Required: 30–45 minutes

Template:

1. Review Key Result Progress

- What's tracking well?
- What's behind or unclear?

2. Reflect on Outcomes

- What impact did we make this month?
- Any pivots we need to discuss?

3. Coaching + Feedback

- Where are you growing the most?
- Where do you feel stuck?

4. Align on Next Steps

- What's your biggest opportunity next month?
- What help can I offer?

Quarterly Review (Lightweight Performance Review)

Frequency: Every 90 days

Time Required: 60 minutes

Template:

1. OKR Recap

- Objective:
- Key Result 1: % Complete
- Key Result 2: % Complete
- Key Result 3: % Complete
- What went well / What was challenging?

2. Personal Development Review

- Skills you developed this quarter:
- Moments of leadership / initiative:
- Feedback from peers (optional):

3. Looking Ahead

- Areas to focus or grow in next quarter:
- Desired stretch goals:

- New Objective to pursue:

4. Overall Summary

- One word to describe the quarter:
- Manager notes:
- Team member reflection:

Bonus Tips

- Keep the tone coaching-focused, not evaluative.
- Separate OKRs from compensation unless otherwise planned.
- Use OKR tracking to spot trends, not just tick boxes.

Ready to Make OKRs Stick?

You don't need another spreadsheet. You need a system that keeps goals top of mind - without the manual work.

OKRs Tool helps fast-moving teams:

- Set clear, measurable goals in minutes
- Stay on track with check-ins, nudges & Slack updates
- Review real progress—without chasing updates

Whether you're a founder running weekly 1:1s or a manager leading a growing team, OKRs Tool gives you visibility, accountability, and momentum.

👉 [Try OKRs Tool Free →](#) and see how much simpler goal tracking can be.