



# The Execution Tracking Toolkit

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# The Execution Tracking Toolkit

**Everything you need to replace spreadsheets with structured, visible progress tracking.**

Let's face it—spreadsheets weren't built for tracking team execution.

They're fragile, manual, and easy to ignore. By the time you've formatted the columns and chased updates, you're already behind.

This toolkit is for teams who want a better way to track progress—without spinning up a new process from scratch.

Whether you're still stuck in Google Sheets, half-in Notion, or just tired of chasing updates across Slack threads, this free resource gives you a better path forward.

## 1: Spreadsheet → System Migration Checklist

A step-by-step checklist for moving away from spreadsheet-based tracking without losing momentum or buy-in.

### 1: Identify what your spreadsheet is doing now

- What kind of data is it tracking? (Goals, tasks, updates, owners?)
- Who maintains it? Who ignores it?
- What's working? What's being duplicated in other tools?

### 2: Define what should be structured

- Weekly check-ins
- Goal status (on track / at risk / off track)
- Ownership (who's responsible?)
- Visibility (who needs to see this?)
- Frequency of updates

### 3: Choose your async rhythm

- Weekly? Biweekly? Monthly?
- Set a recurring update cycle that feels natural—not forced.

## Step 4: Decide what “good enough” looks like

- Don’t wait for perfect. Choose a 70% better setup than your current one and iterate from there.
- The goal is visibility + accountability, not a fancy dashboard.

## Step 5: Loop in your team

- Share the new workflow before launching it
- Use the first check-in to ask: “Was this useful? Anything missing?”
- Adjust based on feedback, but hold the line on consistency

## 2: Weekly Check-In & Update Templates

Structured prompts your team can use each week to share useful, minimal updates—without needing a meeting.

### Simple Weekly Update Template

**What’s on track?**

What goals or initiatives are progressing as expected?

**What’s blocked or behind?**

What’s stuck, delayed, or needs help?

**What’s next?**

What are you focused on this coming week?

Copy/paste this into your async tool (Notion, Slack, OKRs Tool) and prompt the team every week.

### Initiative-Level Tracking Example

Initiative	Owner	Status	Update Summary
Launch onboarding flow	Product	🟡 At Risk	Waiting on final QA from design
Website copy refresh	Marketing	🟢 On Track	Final draft due Friday
Sales enablement deck	Revenue	🔴 Off Track	Blocked on input from Product

Status key: 🟢 On Track · 🟡 At Risk · 🔴 Off Track

Use simple visual indicators so anyone can quickly see where things stand—no cell formatting needed.

### 3: Best Practices from High-Performing Teams

These are the principles that make structured execution actually stick—so your team doesn't revert to spreadsheet chaos.

#### Keep it lightweight

Don't overload the team with too many fields or steps. If updates take more than 3–5 minutes, it's too much.

#### Make it visible

Centralize updates in one shared place. No digging through emails, Slack threads, or private notes to find out what's going on.

#### Update async, not in meetings

Your weekly standup shouldn't be a recap of updates—it should build on what was already shared asynchronously.

#### Assign real owners

If everything is “owned” by the team, no one's accountable. Attach names and deadlines to each initiative.

#### Build the habit

Execution habits form through repetition. Set a consistent update schedule, remind people once, and reinforce what “good” looks like.

### Bonus: Weekly Rhythm Example

Here's how many high-performing teams structure their async execution loop:

Day	Activity
Monday	Everyone posts async check-in
Tuesday	Leads review, spot risks or gaps
Wednesday	Triage blockers, clarify goals if needed
Friday	Quick wins roundup, optional wrap-up

You don't need to use this exactly—just pick a rhythm that works and stick with it.

## Summary: From Spreadsheet to System

- Use the migration checklist to map your move
- Start small: 1 goal, 1 team, 1 week
- Use templates to capture consistent, useful updates
- Make visibility effortless, not another task
- Stick to the rhythm—momentum compounds

## Ready to Go From Toolkit to System?

Templates are great. But templates plus a real system? That's where the magic happens.

**OKRs Tool gives you everything in this guide—built right into your weekly workflow.**

Set goals, assign owners, track progress, and see updates in real time—without spreadsheets, status meetings, or tool overload.

With OKRs Tool, you get:

- **Async weekly check-ins** that your team actually completes
- **Goal → Initiative → Update** structure baked into your workflow
- **Real-time dashboards** to see what's moving (and what's not)
- **No bloat, no setup stress**—just structured execution

## Try OKRs Tool Free

Set your first goal. Replace your spreadsheet. Track real progress.

[Start Free](#) → No credit card required · Cancel anytime · Setup takes 5 minutes.