



The OKR Manager's Playbook

Powered by [OKRs Tool](#)

The OKR Manager's Playbook

As an OKR Manager, your role is to ensure teams stay aligned, progress is tracked, and leaders have the clarity they need to make decisions. This guide shows you how to use OKRs Tool to:

- Request and monitor team updates
- Track progress consistently across cycles
- Use reports and insights to stay informed
- Support Team Leaders without micromanaging

Who it's for

- OKR Managers overseeing multiple teams or departments
- Org Admins responsible for company-wide alignment
- Leaders running reporting cadences with executives

What you'll get

- Practical steps to request and review updates
- How to track progress via charts, status, and logs
- Reporting workflows in OKRs Tool
- Tips for using OKRs in performance reviews and 1-on-1s

The OKR Manager Workflow

1) Requesting Updates

- **Friday reminders:** Every user receives an automated email to update KRs.
- **Dashboard view:** Check which KRs were updated this week and which remain stalled.
- **Follow-ups:** If updates are missing, nudge Team Leaders directly — they own ensuring their teams check in.

Best practice: Encourage leaders to add **comments with context** to updates. Numbers + narrative make updates meaningful.

2) Tracking Progress

OKRs Tool gives you two primary views:

- **Charts** → Show progress trends over time.
- **Status labels** → *On Track, At Risk, Behind, Completed* for quick health snapshots.

You can also:

- **Manually override status** when reality differs from the data trend.
- **Check the Activity Log** to see who updated what, when, and how values changed.

Pro tip: A sudden stall in the charts often surfaces in AI Insights too — check Signals for early warnings.

Activity Log					Cycle		Done by		Steven Macdonald	
Done by	Affected	Change	Action date							
 Steven Macdonald	Key result: Drive 7,000+ website visitors	6202 → 6312	12 Sep 2025	 						
 Steven Macdonald	Key result: Drive 7,000+ website visitors	5638 → 6202	11 Sep 2025	 						
 Steven Macdonald	Key result: Convert 250+ signups	320 → 370	11 Sep 2025	 						
 Steven Macdonald	Key result: Reach 100+ accepted team invites	114 → 126	11 Sep 2025	 						

3) Reviewing Team Leader Updates

Focus on these metrics:

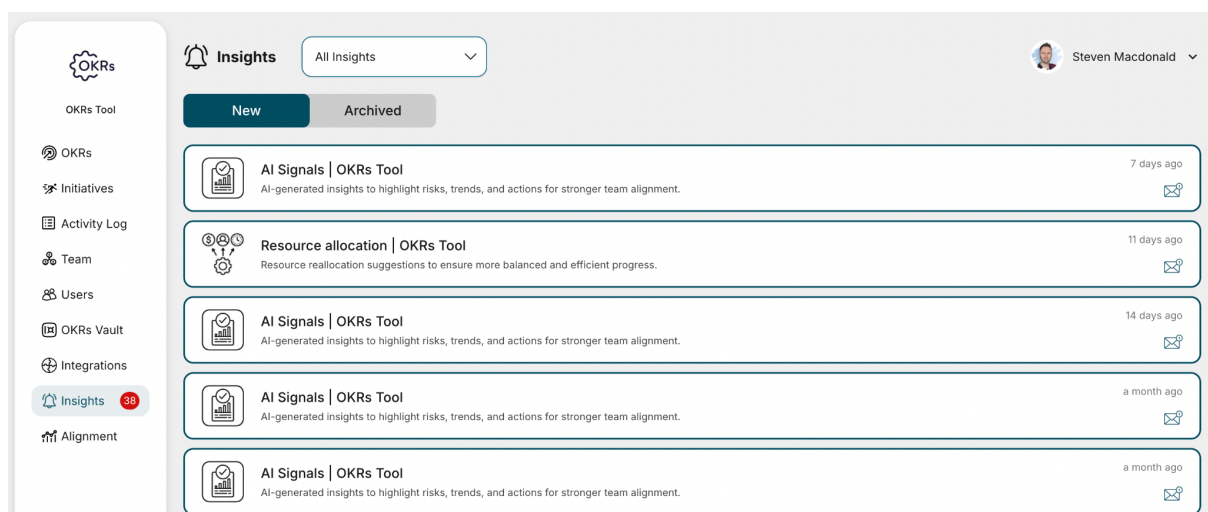
- **Alignment Score** → Average progress across all active OKRs in a team. Example: one OKR at 75%, another at 25% = Alignment Score of 50%.
- **Check-in frequency** → How consistently a team updates their KR's (calculated as weeks with check-ins ÷ total weeks). Aim for 70%+ for healthy engagement.
- **Comments** → Ensure Team Leaders share the “why,” not just the “what.”

Best practice: Use **Alignment Score + check-in frequency** as your “north star” indicators for team discipline and follow-through.

4) Reporting

- **Sunday summary** → Org Admins receive an org-wide weekly report email with progress across all teams.
- **Share externally** → Use email/URL links for view-only access (execs, investors, partners).
- **End-of-cycle review** → The Feedback Loop report captures wins, misses, and recommendations for the next cycle.

Pro tip: Before exec meetings, scan **AI Insights** (resource allocation, engagement reports). They reveal risks hidden in raw numbers.



5) Using OKRs for Performance Reviews & 1-on-1s

OKRs Tool isn't just for tracking goals — it's a conversation starter:

- **Performance reviews** → Use historical progress + comments to highlight achievements, missed targets, and learning moments.
- **1-on-1s** → Review the individual's assigned KRs together. Ask: *"What's going well? Where are you blocked? How can I support you?"*
- **Context-rich updates** → Comments and Activity Logs provide a running narrative you can draw on for coaching and recognition.

Best practice: Frame reviews around outcomes (KRs achieved, value delivered) rather than tasks completed. This keeps OKRs developmental, not punitive.



Quick Checklist for OKR Managers

- ☐ Confirm Friday updates are happening across teams
- ☐ Review charts + statuses for overall health
- ☐ Monitor Alignment Score and check-in frequency weekly
- ☐ Ensure Team Leaders add narrative context, not just numbers
- ☐ Prep weekly/bi-weekly reports with AI Insights + Activity Log
- ☐ Use OKRs as input for performance reviews and 1-on-1s
- ☐ Run Feedback Loop reviews at cycle end

Final Gut Check

Ask yourself weekly:

- Do I have visibility across all teams?
- Are leaders updating consistently (not just end-of-quarter)?
- Is alignment visible across the org?

- Are risks flagged early through Signals & Insights?
- Can I explain progress in 3–4 key takeaways to executives?
- Am I using OKRs to coach and grow my team members, not just track them?

If yes — you're not just managing OKRs, you're leading with them