



# OKR Calibration Checklist

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# OKR Calibration Checklist

OKRs fail most often *before* the quarter even begins — not because teams lack ambition, but because the OKRs themselves are poorly calibrated.

This one-page calibration tool helps you audit your OKRs **before** they go live, ensuring they are:

- Clear and outcome-focused
- Realistic but still stretch-oriented
- Assigned to the right OKR type (Committed, Aspirational, Learning)
- Balanced across your OKR portfolio
- Ready for execution on day one

Think of it as your **pre-flight checklist**.

If your OKRs don't pass this review now, they *definitely* won't hold up under execution pressure later.

## 1. KR Quality Check — Outcome or KPI?

**Ask these questions for each Key Result:**

- Does this KR describe a *change* we want to create, not just a metric we monitor?
- Would this metric still exist even if this KR wasn't part of our OKRs?
  - **Yes → It's a KPI.**
  - **No → It might be a true KR.**
- Does the KR state a meaningful improvement, not just movement?
- Is it tied to a specific segment, customer group, or part of the product?

**Pass = The KR describes a material, time-bound improvement.**

## 2. Target Calibration — Stretch or Impossible?

Before locking a target, ask:

- Is this target achievable with focused effort?

- Is missing by ~20% still meaningful?
- Does the team believe the target is possible with the right initiatives?
- Can we measure progress weekly?
- Does this target require prioritization, not miracles?

**Pass = The target sits in the 20–50% improvement zone (the healthy OKR range).**

### 3. OKR Type — Where Does This Belong?

Decide whether each OKR is:

#### **Committed**

- Must-win outcomes
- Predictable, execution-ready
- High confidence in the path to success
- 100% completion expected

#### **Aspirational**

- Stretch goals
- Push beyond current trajectory
- Success at ~60–70% is good
- Drives acceleration or breakthrough progress

#### **Learning**

- Reduces uncertainty
- Tests assumptions
- Validates or invalidates hypotheses
- Outcome is insight, not scale

**Pass = Each OKR has a clear “type” and expectations are aligned.**

## 4. Portfolio Balance Check

- Do Committed goals make up ~50% of our OKRs?
- Do Aspirational goals make up ~30%?
- Do Learning goals make up ~20%?
- Are we accidentally overweight in one area (too safe or too impossible)?

**Pass = Mix reflects our stage, capacity, and strategic priorities.**

## 5. Quantity Check — Too Many? Too Few?

Ask this for each Objective:

- Does this Objective have **2–3 Key Results**?
- Are any KRs redundant or overlapping?
- Are we trying to do too much at once?
- Are we under-scoping (one KR that doesn't capture the real outcome)?

**Pass = Every Objective is focused, meaningful, and realistic to execute.**

## 6. Initiative Readiness (Optional But Recommended)

Before kicking off the cycle:

- Do we have 1–3 initiatives drafted per KR?
- Do we understand the work required to move each KR?
- Can progress begin in week one?

**Pass = Execution can start immediately — no “waiting for clarity.”**

## ★ Final Calibration Score

Think of this as your pass/fail gate before launching a cycle. OKRs that aren't calibrated here will almost certainly break under execution later.

**If you passed all six sections → Your OKRs are calibrated and cycle-ready.**

**If not → refine before launching. It's far easier to fix upfront than mid-cycle.**

## Try OKRs Tool to Run Calibration-Ready OKRs

Using this checklist is powerful — but using it *inside a system that reinforces these habits every week* is even better.

OKRs Tool helps teams write higher-quality OKRs, avoid KPI-style mistakes, and keep calibration strong throughout the cycle. It includes:

- **Built-in KR guidance** that nudges teams toward outcome-based, well-calibrated Key Results
- **Confidence scoring & trend tracking** to keep stretch targets meaningful (not guesswork)
- **Initiative linking** so every KR is backed by real execution, not wishful intentions
- **Automated weekly reminders** that reinforce the cadence high-performing teams follow

If you want your OKRs to stay *calibrated, focused, and execution-ready* all quarter long, OKRs Tool is the simplest way to operationalize this checklist.

[Start free](#) — and see how much easier OKRs become when the system supports the habits that make them work.