

# **OKR Calibration Checklist**

Powered by OKRs Tool

### **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?
  - $\circ$  Yes  $\rightarrow$  It's a KPI.
  - $\circ$  No  $\rightarrow$  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)?

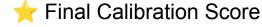
Pass = Every Objective is focused, meaningful, and realistic to execute.

### 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."



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  $\rightarrow$  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.

<u>Start free</u> — and see how much easier OKRs become when the system supports the habits that make them work.