



# The Manual OKR Reporting Cost Breakdown Worksheet

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# The OKR Reporting Cost Breakdown Worksheet

Many teams track OKRs in spreadsheets or shared documents. At first this works well because the tools are familiar and the setup is simple.

As the organization grows, however, reporting often expands quietly. Leaders spend time confirming updates, preparing summaries for meetings, and reconciling different versions of the same data.

This short worksheet helps you estimate how much time your team spends maintaining OKR reporting each quarter.

The numbers do not need to be perfect. The goal is simply to make the hidden coordination work visible.

## 1. Weekly Leadership Review Time

Start by estimating how much meeting time is spent confirming OKR updates.

### Questions

How many people typically attend your OKR or leadership review meetings?

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How many minutes of that meeting are spent reviewing or confirming OKR updates?

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How often do these meetings occur each quarter?

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### Your Time Calculation

Participants × minutes per meeting × number of meetings

Your quarterly reporting time:

----- hours

## 2. Reporting Preparation Time

Next estimate how much time leaders spend preparing OKR summaries or slides.

### Questions

How many leaders prepare OKR updates or summaries?

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How many hours per month does each person spend preparing OKR reports?

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How many months are in your OKR cycle?

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### Your Time Calculation

Leaders × hours per month × months

Your quarterly reporting time:

----- hours

## 3. Version Reconciliation

Spreadsheets often create additional work when multiple versions circulate or updates need clarification.

### Questions

How many hours per month does your team spend:

- confirming spreadsheet versions
- reconciling updates
- clarifying progress numbers

Your estimate:

----- hours per month

### Your Time Calculation

Hours per month × months in quarter

Your quarterly reporting time:

----- hours

## 4. Progress Interpretation Discussions

Finally, estimate how much meeting time is spent interpreting OKR progress rather than acting on it.

Examples include:

- debating whether a key result is on track
- clarifying what a progress percentage means
- reviewing long narrative updates

### Question

How many hours per month are spent discussing OKR progress interpretation?

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### Your Time Calculation

Hours per month × months in quarter

Your quarterly reporting time:

----- hours

## 5. Your Total Reporting Cost

Add the time from all four sections.

| Category                       | Your Time      |
|--------------------------------|----------------|
| Leadership review verification | -----<br>hours |
| Reporting preparation          | -----<br>hours |



Use the ranges below as a quick reference.

**0–40 hours per quarter**

Manual reporting overhead is relatively low. Your system is likely still manageable.

**40–100 hours per quarter**

Reporting coordination is starting to consume leadership time. You may benefit from stronger visibility and automation.

**100+ hours per quarter**

Your OKR reporting system is likely absorbing a meaningful amount of operational capacity.

## Why This Matters

The purpose of OKRs is to surface execution signals early enough to act on them.

When reporting requires significant manual effort, teams spend more time maintaining the process than responding to the insights it produces.

Most companies only notice this cost after it accumulates over several cycles. Once the time becomes visible, the decision to simplify the system usually becomes clearer.