

The Weekly Check-In Toolkit

Run check-ins that stay under 20 minutes and actually move goals

OKRs Tool

Teams that keep Key Results moving hit their goals at 68%, versus 35% for teams that go quiet. This toolkit is the operating manual: a fixed agenda, a status guide everyone reads the same way, and a fill-in template your owners complete in five minutes.

THE 20-MINUTE AGENDA

1. What moved

The number, not the story. Each owner states current progress against target.

2. What's blocked or at risk

The single biggest blocker per goal, and who acts on it this week.

3. This week's 1-2 priorities

The one or two things that will move the numbers most before next check-in.

4. Does every KR still have an owner

Confirm each Key Result has one named person moving it. No orphans.

Keep it to 15-20 minutes. Completion peaks there.

Meetings running 45 minutes or longer perform worse than short ones.

Status Guide + What Not to Do

Read status the same way, and avoid the four habits that kill check-ins

OKRs Tool

RED / YELLOW / GREEN STATUS GUIDE

GREEN

On track

Progress is pacing to hit target by cycle end. No help needed. Keep going.

YELLOW

At risk

Behind pace or a blocker is slowing it. Nameable action this week can recover it.

RED

Off track

Won't hit target without a change. Needs a decision now: re-scope, re-resource, or cut.

Rule: a Red raised in week 4 is a gift. The same Red hidden until week 11 is a crisis.

WHAT NOT TO DO

x Don't let goals go quiet.

A Key Result nobody touches finishes at 35%, versus 68% for one kept moving. Silence is how goals die.

x Don't run past 20 minutes.

Completion peaks at 15-20 minutes. Past that, status replaces signal and the meeting becomes theatre.

x Don't accept a green with no number.

The watermelon effect: green on top, red underneath. Ask what moved and by how much, every time.

x Don't leave a Key Result unowned.

Half of all KRs have no single owner. A goal owned by everyone is owned by no one, and it stalls first.

Weekly Check-In Notes

One row per Key Result. Fill it in before the meeting, every week.

OKRs Tool

Team: _____

Week: _____

Key Result	Owner	Progress	R/Y/G	Top blocker / help needed