

The OKR Worksheet

Write one strong Objective and its Key Results — before the cycle starts

OKRs Tool

Use this page to draft one OKR. Write the Objective first, then 2-3 Key Results. Every Key Result needs a named owner and a baseline-to-target number — if it has no number, it's a task, not a Key Result.

OBJECTIVE

Qualitative, inspiring, time-bound. What are we trying to achieve this quarter?

KEY RESULTS (2-3)

Each: a measurable outcome with an owner and a baseline to target. Format: move [metric] from [X] to [Y].

KR1

Owner _____ Baseline _____ Target _____

Confidence (1-10) _____ Outcome, not task? Y / N _____

KR2

Owner _____ Baseline _____ Target _____

Confidence (1-10) _____ Outcome, not task? Y / N _____

KR3

Owner _____ Baseline _____ Target _____

Confidence (1-10) _____ Outcome, not task? Y / N _____

Weekly Tracking Sheet

One row per Key Result. Update it every week.

OKRs Tool

Fill one row per Key Result each week. A Key Result updated repeatedly across the cycle hits its target far more often than one touched once — the habit is the whole point of tracking.

Week of: _____

Key Result	Owner	Last wk	This wk	R/Y/G	Top blocker / next step

A goal still at zero at its first check-in is the one to step in on, not wait out.