

Goal-Setting Worksheet

Built on the four habits that decide whether a goal gets hit

OKRsTool.com

YOUR GOAL

OBJECTIVE — THE OUTCOME YOU WANT

e.g. New users reach value faster

KEY RESULT (THE METRIC)

e.g. Day-7 activation rate

BASELINE → TARGET

e.g. 34% → 52%

OWNER (ONE NAME)

e.g. Priya

DEADLINE

e.g. End of Q2

WEEKLY CHECK — each week: did it move? / blocked? / next step?

Wk 1

Wk 2

Wk 3

Wk 4

Wk 5

Wk 6

Wk 7

Wk 8

Wk 9

Wk 10

Wk 11

Wk 12

SCORE AT CYCLE END (0.0 – 1.0)

0.7 is a strong result. Consistent 1.0s mean the target was set too low to learn from.

How to use this worksheet

- Write the objective as an outcome, not a task — something a number can prove moved.
- Put ONE name in the owner box. Goals with a single owner are completed 26% more often.
- Fill the weekly check every week. A goal tracked weekly hits 51%, versus 29% left untracked.
- Score honestly at the end. The habit of closing each cycle is what compounds 51% to 79%.

Stop reopening the file — run these goals live.

Free for up to 5 users at OKRsTool.com