

OKR Canvas

Try out setting OKRs using the individual OKR setting worksheet below. **WORD OF CAUTION:** Managing OKRs in Word docs or Excel is impossible. This worksheet is intended to be a thinking sheet to be used in advance of populating an OKR tool, software or app.

Name:

Dates:

Tip – Match your OKR targets to the end date.

1 Organization Strategic Goals

Label:

Description:

Label:

Description:

Label:

Description:

2 Organization Objectives

- What outcome must my team deliver to achieve the company-wide objective?
- What do we want to achieve? What must we achieve?

Label:

Description:

Impact: Staff Customer Community Environment

Label:

Description:

Impact: Staff Customer Community Environment

Label:

Description:

Impact: Staff Customer Community Environment

3 Key Results/Deliverables

- What MUST my team (or I) deliver to achieve the objective?
- What are the critical milestones we must hit?
- What are the leading metrics that need to be achieved?

Label:

Description:

Impact: Result Deliverable

Label:

Description:

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Did You Get it Right?



Use Verbs with Movement



Quantifiable or Verifiable Measures



All OKRs are "Difference Makers"



You Can Achieve at Least 70% of the OKRs