

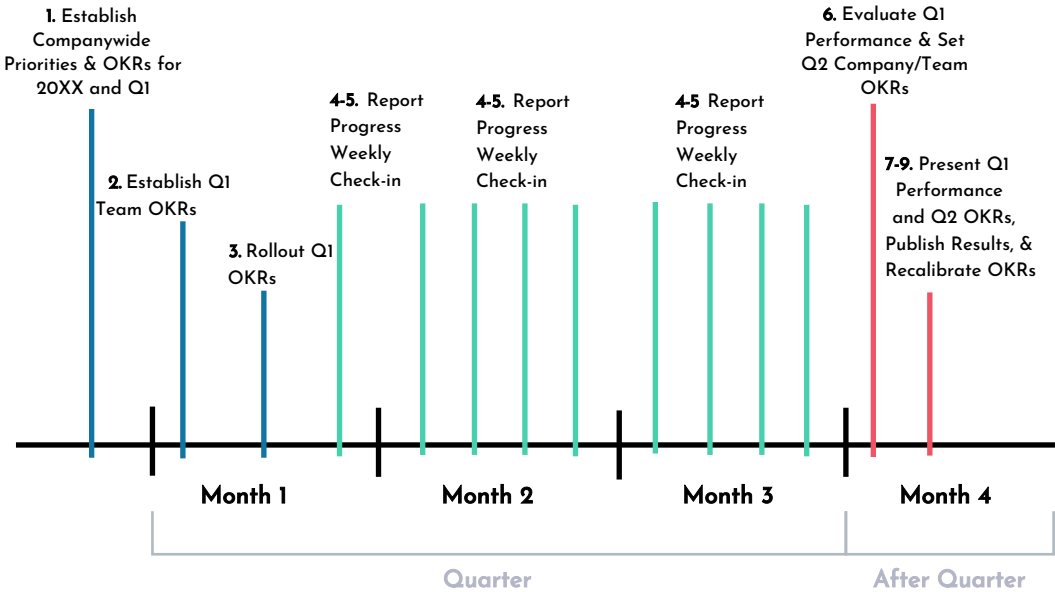


# OKR Cycle

# How to Create an OKR Cycle for Your Team

## A Typical OKR Cycle

Below is an illustration of a quarterly cycle



# Step-by-Step OKR Cycle

	Milestone	Who?	How?	When?
<b>Kicking off the Year &amp; Q1</b>				
1.	Establish Company-wide Priorities & OKRs for 20XX and Q1	CEO & Leadership Team	Annual Leadership Team Offsite	No Later than 1 Month Before the New year
2.	Establish Team OKRs for Q1	Everyone	Regular Team Meetings & 1:1s	No Later than the 2nd Week of the Quarter
3.	Rollout Company-wide & Team Q1 OKRs	All Staff	Company-wide Meeting	No Later than the 3rd Week of the Quarter
<b>Managing Results Month 1-3</b>				
4.	Report on Progress of OKRs To-Date	Everyone	Individuals Update the OKR Tool	via Weekly Check-ins
5.	Discuss OKR Progress	Individual Contributors with Managers	Team Meetings or 1:1s	via Weekly Check-ins
<b>Reviewing Q1 Performance &amp; Setting Q2 Goals</b>				
6.	Evaluate Q1 Performance & Set Q2 OKRs - Team & Individual Level	All Staff	Individuals update the OKR Tool & Review in Team Meeting or 1:1s	No Later than the 2nd Week of the Quarter
7.	Present Q1 Performance and Q2 OKRs - Company-wide & Team Level	All Staff	Quarterly Business Reviews (Exec & Team Level)	No Later than the 3rd Week of the Quarter
8.	Publish Quarterly Performance Results	CEO & Leadership Team	Communicate Results to Whole Organization & to Board if Appropriate	Right after the Quarterly Business Review
9.	Recalibrate Individual OKRs if Necessary	Individuals	Individuals Update the OKR Tool	No later than the 3rd week of the quarter



# OKR Cycle Canvas

Use the table below to draft your OKR Cycle.

Organization:

Name:

Dates:

## 1. Our OKR Cycle

	Milestone	Who?	How?	When?
<b>Kicking off the Year &amp; Q1</b>				
1.	Establish Company-wide Priorities & OKRs for 20XX and Q1			
2.	Establish Team & Individual OKRs for Q1			
3.	Rollout Company-wide & Team Q1 OKRs			
<b>Managing Results Month 1-3</b>				
4.	Report on Progress of OKRs To-Date			
5.	Discuss OKR Progress			
<b>Reviewing Q1 Performance &amp; Setting Q2 Goal</b>				
6.	Evaluate Q1 Performance Team Level			
7.	Present Q1 Performance and Q2 OKRs - Company-wide & Team Level			
8.	Publish Quarterly Performance Results			
9.	Recalibrate Individual OKRs if Necessary			

## 2. Our OKR Timeline

How does our quarterly OKR cycle look like?

