Logo

Description automatically generated

OKR

Cheat Sheet

# The OKR Formula

I will *(Objective)* as measured by *(set of Key Results)*

# Objectives

* **Aspirational** – Motivate and challenge the team.
* **Memorable** – Simpler, shorter and easy to memorize.
* **Qualitative** – No numbers.
* **Fit your Culture** – allows to connect with it

# Key Results

* **Quantitative** – Every Key Result should have a number.
* **Value based** – Measure results instead of holding a list of tasks/deliverables/projects.
* **Deliver results during the OKR Cycle** – Doing a 3 months project to deliver results in the next quarter is not enough. Try breaking down your project in smaller pieces to deliver value sooner.

# If you are stuck with a task, convert it in Key Results using this model:

If we are successful with , we will have more and/or less

**Example:**

If we are successful with the Software implementation, we will have more speed in generating reports and/or less manual work

# Alignment

* Check if your OKRs are aligned with the organization's OKRs and with the other teams (use the *360° Alignment Template*).
* You may have a “local” OKR, but most of your OKRs should contribute to the company's OKRs, Strategies, Vision and Mission.
* Check if you don’t have to create shared OKRs with other teams.

# Focus

* Set few OKRs, less is more here. If you start implementing OKRs, start with 1 OKR in a pilot group.
* An OKR should have between 2 and 5 Key Results. If your Objective has only one Key Result, try merging it with another OKR or check if you don't have to balance it.