



# OKR IMPLEMENTATION CHECK-LIST

**COMPANY NAME:**

.....  
OKR implementation check-list has been developed based on years of experience with hundreds of companies.  
We have analyzed why some fail and some succeed. These steps here will help you to succeed.  
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LEARN THE PROCESS	BY WHEN	DONE
<ul style="list-style-type: none"> <li>Learn the <b>best-practice OKR goal-setting process</b> <a href="#">↗</a></li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Browse OKR examples</b> <a href="#">↗</a> for different teams</li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Level up your OKR writing skills with this <b>practical exercise</b> <a href="#">↗</a></li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Decide on the levels you need for the OKR goal-setting</li> </ul>	__ / __ / ____	<input type="checkbox"/>

**Use two primary levels:**

- use Company level for overarching Objectives (strategic directions)
- use Team level to write Objectives and Key Results (1-3 per team)
- Team Level Objectives will become C level KR's

NOTE: personal OKRs are not recommended (exception: personal development goals)

DRAFTING OBJECTIVES & OKRS	BY WHEN	DONE
<ul style="list-style-type: none"> <li><b>Leaders draft and discuss Company Objectives</b> create a shared document to discuss the most important priorities and brainstorm ideas for the most impactful directions. <a href="#">How to write Objectives</a> <a href="#">↗</a></li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Teams draft and align OKRs</b> allow a week to add comments and have internal and cross-team discussions</li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li><b>Organize a company-wide alignment session</b> each Team manager presents their Team OKRs, cross-team Q&amp;A, adding OKRs to Weekdone</li> </ul>	__ / __ / ____	<input type="checkbox"/>

GET THINGS DONE: EXECUTION PROCESS	BY WHEN	DONE
<ul style="list-style-type: none"> <li>Set up the best practice OKR check-in process <a href="#">Learn more</a> <a href="#">↗</a></li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Teams agree on a specific day and time for weekly OKR check-in (15 min meeting)</li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Teams schedule a monthly OKR retrospective review to sync, align and summarize learnings</li> </ul>	__ / __ / ____	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Schedule company-wide quarter-end OKR review</li> </ul>	__ / __ / ____	<input type="checkbox"/>