OKR Criteria Check

Companion to "OKR, Objectives and Key Results"

20 TO 30 MINUTES

HOW TO USE THIS SHEET

1. Write the objective first, with no numbers: where you want to go, and by when.
2. Add 1 to 5 key results: how you will know you are getting there. Each one measurable, each a little uncomfortable.
3. Add the initiatives: what you will actually do. They are a guess, and you change them if the key results do not move.
4. Go down the criteria and tick each open box your draft meets. Shaded boxes do not apply. An open box left unticked is the line to rewrite.

OBJECTIVE (WHERE DO I NEED TO GO?)

KEY RESULTS (HOW WILL I KNOW I AM GETTING THERE?)

INITIATIVES (WHAT WILL I DO TO GET THERE?)

	Objective destination	Key results feedback	Initiatives hypothesis
1 Directional: it breaks out of the status quo.	☐		
2 Aligned: it serves my mission and vision.	☐		
3 High impact: a real step forward.	☐	☐	
4 Ambitious: it feels a little uncomfortable.		☐	
5 Measurable: yes or no, or a number.		☐	☐
6 Inspiring: would I be proud to put it on my CV?	☐		
7 Understandable: no glossary needed.	☐		
8 Specific: the scope is clearly drawn.		☐	☐
9 Within my control: I can complete it myself.			☐
10 Within my circle of influence: I can do something about it.	☐	☐	☐
11 Time-bound: a start date and an end date.	☐	☐	☐
12 Right amount: 1 to 4 objectives, 1 to 5 key results, 1 or more initiatives.	☐	☐	☐

THE LINE I REWRITE FIRST