

Rock your next quarterly OKR cycle by following this checklist. The activities are generally coordinated by an OKR champion within the business. Adjust the timeline for a 6 week OKR cadence.

#### Four weeks out - Gather high-level priorities by reflecting on current OKR

- OKR Champions (generally team leaders) and Product Managers talk to their teams to understand what priorities should be front of mind next cycle
- Capture high priority items from across business, aligned to strategy via a survey
- Identify existing key activities underway which will likely carry into next quarter
- Gather business priorities with executive team and share summarised priority list from teams

#### Three weeks out - Set a company OKR and share for feedback

- Share insights from teams with the executive team
- Each executive team member shares what they believe should be the next Objective
- OKR Summit: Workshop for the exec team to draft the Company OKR
- Share the draft Company OKR and why it's important with your teams for feedback

#### Two weeks out - Teams align to the draft Company OKR

- Iterate OKR based on feedback from teams
- Host a high impact quarterly summit - Present and talk to the OKR, with clarity on "the why"
- Teams draft their own OKR, which aligns to the Company OKR

If you have OKRs from last quarter:

- Final OKR score and validation of outcomes
- Review team OKR reports
- Host retrospective on OKR activity for the quarter
- Consolidate insights from above points into quarterly OKR reports and learnings. Tweak activities based on learnings for future quarters.

#### One week out - Teams finalise their OKRs aligned to the Company OKR

- Teams set their own OKR aligned to other teams and recording cross-team dependencies, and capture work planned to deliver on the OKR - OKR Champions
- OKR Playback: Exec team and team leads meet to review OKRs and discuss dependencies
- Validate how the team's OKR aligns to the Company OKR or if not, inform stakeholders it won't align
- Validate the team's OKR accurately reflects their priorities
- Identify where your team is dependent on other teams to deliver on a Key Result or initiatives.

#### Quarterly kick off

- Celebrate! It's the start of the quarter!
- Don't be afraid to further refine your OKR as needed

#### Operationalisation

Success comes down to the frequency at which you check in on your goals and adapt your execution. The following activities should be done weekly for each team with in OKR:

- Apply a weekly OKR confidence score to your teams OKRs
- Meet weekly to discuss
  - What did you do last week to make progress on the OKR?
  - What will you do this week to make progress on the OKR?
  - What is the biggest blocker the team is facing right now?