

# OKR Prioritization Cheat Sheet

*Focus on What Actually Moves the Needle*

**The Problem:** Most teams work hard but see little progress. They have OKRs but rarely use them for daily decisions. This cheat sheet shows you how to turn your OKRs into a practical prioritization tool that actually drives results.

## The Two Questions That Change Everything

1. "Will this get me closer to my objective?" Rate 1-5 (only work on 4s and 5s)
2. "Which number will move when I do this?" Name the specific Key Result that will improve

## How to Say "No" Using OKRs

- ✓ **Say YES if: The work clearly advances an objective and moves a key result**
- ✗ **Say NO if: You can't connect it to your OKRs in one sentence**

## The 3 Biggest Mistakes

1. **Buried OKRs** → Keep them visible in daily planning
2. **Everything is Priority 1** → Use OKRs as your filter
3. **Busy Work Trap** → Ask "what number moves?" not "what looks important?"

## 5-Minute Weekly Priority Check

- ☐ List this week's planned work
- ☐ Score each item 1-5 using the two questions
- ☐ Do the 4s and 5s first
- ☐ Say no to the 1s and 2s



**Quick Win: Before any meeting, complete this sentence:**

**"This work will help us achieve [objective] by moving [key result]."**

**Can't complete it? → Wrong priority.**



**Ready to Go Deeper?**

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