

OKR QuickStart Guide

A practical template to begin your OKR journey

Part 1: Vision Alignment Check

Ensures OKRs align with company direction and identifies key challenges before implementation

Before setting OKRs, assess your organizational readiness:

Current State Assessment

- Company Vision: _____
(Should be aspirational, achievable, and time-bound)

- Top 3 Strategic Priorities:

a. _____

b. _____

c. _____

- Key Business Challenges:

Alignment across teams

Measuring progress

Clear priorities

Team engagement

Other: _____

Part 2: Objective Blueprint

Provides structure for creating meaningful, actionable objectives

- Template for Writing Strong Objectives:

Choose focus area:

Growth

Innovation

Operations

People

Customer

- Draft objective: Make it ambitious but achievable

" _____ "

- Alignment Check:

Enables company vision?

Clear timeframe?

Inspiring?

Actionable?

Clear?

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Part 3: Key Results Blueprint

For each objective, define 2-3 key results:

Key Result 1:

- Metric: _____
- Current Value: _____
- Target Value: _____
- Measurement Method: _____

Key Result 2:

- Metric: _____
- Current Value: _____
- Target Value: _____
- Measurement Method: _____

Part 4: Implementation Checklist

- Team alignment session scheduled
- Tracking method identified
- Review cadence established
- Communication plan created
- Success metrics defined

Common Pitfalls to Watch For:

- Too many objectives (stick to 3-5)
- Vague key results
- Missing baseline metrics
- Lack of team buy-in
- Poor alignment with strategy

Next Steps for Success:

- Complete this template with your leadership team
- Schedule regular check-ins
- Track progress consistently
- Adjust as needed based on learnings

Note: *This template is designed to help you get started. For comprehensive implementation support, team alignment, and strategic guidance, consider working with an OKR coach who can help you navigate challenges and maximize results.*

*For the full implementation plan, download the 90-Day OKR document from [Xodiac.ca](https://www.xodiac.ca).
Book a consultation to transform your goal-setting approach*

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