

# OKR QuickStart Guide



A practical template to begin your OKR journey

## Step 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: .....

## Step 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 (Should be 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://xodiac.ca).

Book a consultation to transform your goal-setting approach.

