

OKR Quarterly Planning Checklist

Set the next quarter's Objectives and Key Results the right way, before work starts.

- ☐ Company objective is written in one sentence everyone can repeat.
- ☐ Each objective has 2 to 4 key results, all measurable with a number.
- ☐ Key results are outcomes, not tasks. They say what changes, not what you'll do.
- ☐ Every key result has a single, named owner.
- ☐ Leadership has reviewed and approved the OKRs before they cascade.
- ☐ Team-level OKRs are drafted only after company OKRs are locked.
- ☐ Each team OKR visibly ladders up to a company key result.
- ☐ A baseline number is recorded for every key result before week one.
- ☐ The first weekly check-in is scheduled before the quarter starts.
- ☐ OKRs are stored somewhere the whole company can see, not a private doc.

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