

Weekly OKR Check-In Checklist

Run a 30-minute weekly review that actually catches problems early.

- ☐ Every key result owner updates their status before the meeting starts.
- ☐ Status is marked on track, at risk, or off track, not just a percentage.
- ☐ At-risk and off-track items are discussed first, on-track items are skipped.
- ☐ Each at-risk item leaves the meeting with a named next action and owner.
- ☐ The meeting stays under 30 minutes for a team of 10 or fewer.
- ☐ Blockers are logged and routed to the person who can actually remove them.
- ☐ Confidence scores are tracked week over week to catch a slow decline early.
- ☐ No key result goes two weeks without an update from its owner.
- ☐ The meeting ends with a one-line summary anyone can read later.
- ☐ Wins are called out, not just problems, so the rhythm stays sustainable.

Want us to run this with you?

Book a free Growth Audit. No pitch deck, just a plan.

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