YOUR COMPANY NAME

OKR process and communication checklist

* Our OKRs are set with agility in mind. Any results are expected to be completed in short time frames and it’s understood that objectives may shift unexpectedly.
* Our OKR creation is not top-down, or cascading, but rather a collaboration across levels.
* A cadence for setting and reviewing OKRs is established across the company. For example:
	+ Company-wide OKRs are set annually.
	+ Department or team OKRs are set quarterly.
	+ Individual contributor OKRs are set monthly or weekly.
* The actual wording of the OKRs is short, clear, and to the point.
* All OKRs are communicated and publicly available for consumption across the company.
* Our OKRs are ambitious and it’s nearly impossible to attain 100% achievement.
* Rewards and compensation aren’t associated with employee achievement of set OKRs, but rather their level of effort and work contributed to help achieve them.