Unlock:OKR

A Step-by-Step Guide for
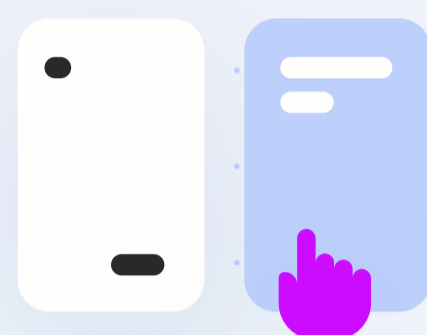
CREATING OKRs

that Drive Productivity and Growth

50% **38%**
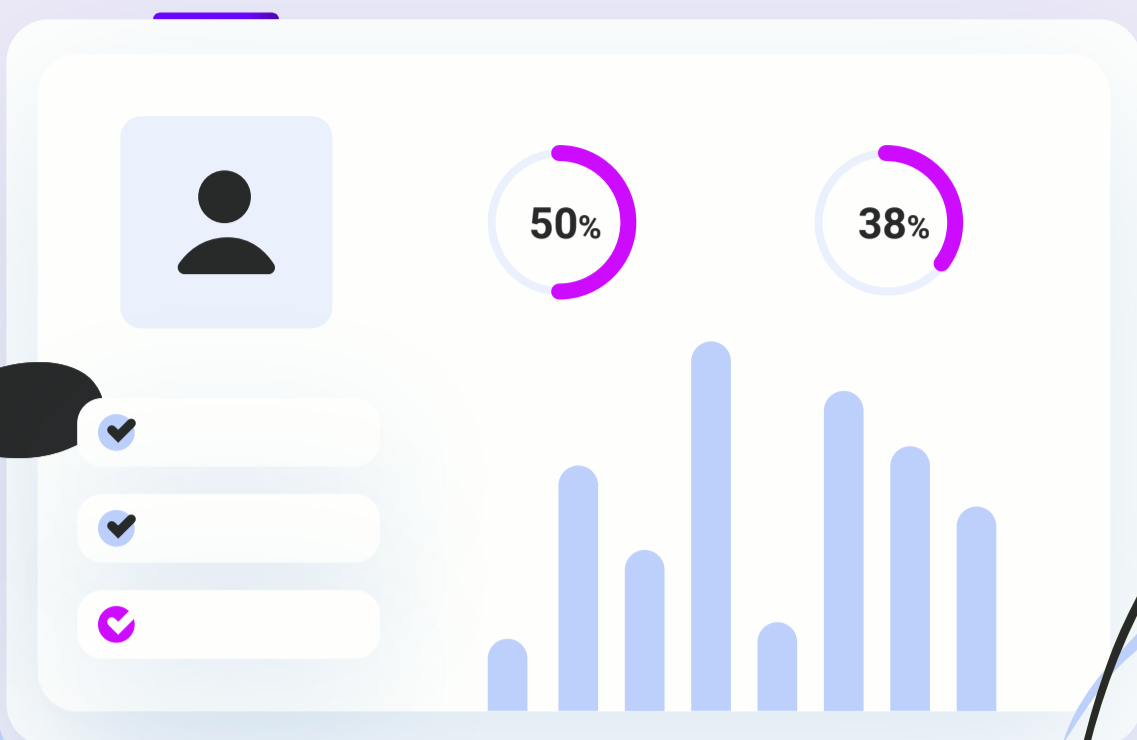
01

SELECTING THE RIGHT OKR TOOLS

OKR Software make the OKR tracking efficient through user-friendly dashboards to assign OKRs at individual as well as team level; These also allow supervisors to track employee progress.

02

## CONSIDER YOUR ORGANIZATIONS BUSINESS GOALS

While setting OKRs, it is important to think about how the team or employee can contribute to business aligned OKRs to create a larger organizational impact.

03

SETTING INSPIRING OBJECTIVES

Setting too many OKR's can be unrealistic and overwhelming. Stick to setting only a few quality objectives makes the process simple, challenging, attainable and goal-oriented.
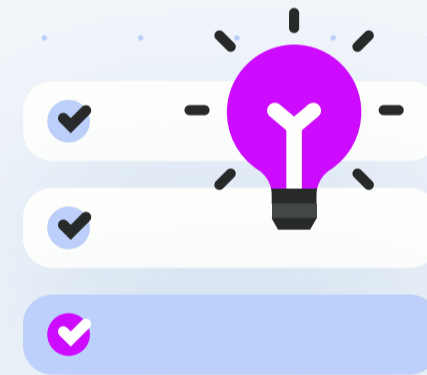
04

SETTING MEASURABLE KEY RESULTS

Use SMART metrics to create objectives with 2-5 results each which can be measured against business results such as increased sales, revenue, satisfaction scores etc.
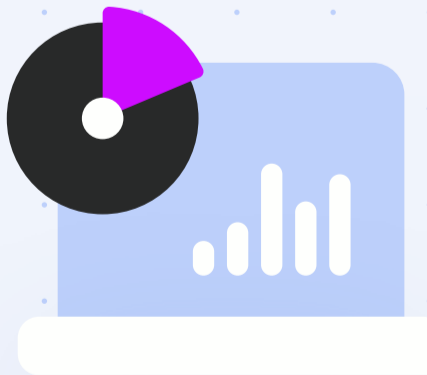
05

REGULAR CHECK-INS

Take out time to regularly review and assess employee progress will help set your teams up for success.