

## Writing OKRs Cheat Sheet

How to write effective OKRs that inspire action and deliver results.



# Understanding the OKR formula

OKRs (Objectives and Key Results) is a proven goal-setting framework for creating alignment, focus and a highly engaged work culture to drive business outcomes.

#### There is a standard formula for goalsetting with OKRs:

#### **Objectives**

Qualitative goal that you want to achieve. This is your desired outcome.

#### **Key Results**

Measurable, quantitative metrics that contribute to the achievement of an objective.

#### **Key Initiatives and Projects**

These are the actions that will be taken to achieve key results.

#### **OKRs** are not

- Unrealistic or ambiguous goals
- Task list or to-do list
- Overly specific

#### Common mistakes

- No real plan to achieve OKRs
- Key results aren't measurable
- Too many Objectives or Key Results

### Step 1: Write– Follow a formula

#### **Objectives**

Actionable, meaningful

#### **Formula**

verb + what you're going to do + so that / in order to

#### **Example**

Deliver a "must-have" product in order to delight customers and grow our user base

#### **Key Results**

Measurable, quantitative metrics

#### **Formula**

verb + what you're going to track/count + from x to y

#### **Example**

Increase our NPS score from 40 to 50

#### **Key Initiatives and Projects**

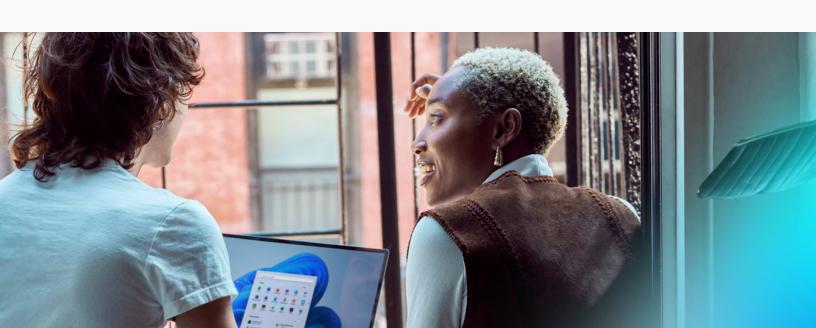
- · Measured as % completed
- Used to track milestones

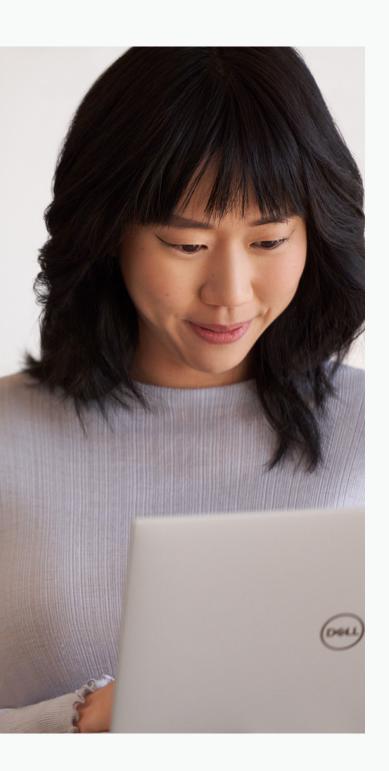
#### **Formula**

verb + what you're going to measure

#### **Example**

Build a dashboard to track UX performance issues





# Step 2: Edit—Ask the right questions

#### **OKR Superpowers**

Review your OKRs against the 5 OKR superpowers:

- **Focus:** What can be eliminated?
- **Alignment:** Who are the stakeholders?
- **Tracking:** Can we track if we were successful?
- **Transparency:** Where are there unseen implications or bottlenecks?
- **Stretch:** Is it propelling the business forward?

## Necessary and Sufficient Test

Review your OKRs against these 2 key questions:

#### Question 1: Are all these Key Results necessary to achieve my Objective?

#### If YES: It passes the necessary test

#### **Example Objective**

- Key Result 1
- Key Result 2
- Key Result 3
- Key Result 4
- Key Result 5

#### If NO: Remove what isn't needed

#### **Example Objective**

- Key Result 1
- Key Result 2
- Key Result 3
- Key Result 4
- Key Result 5

# Question 2: Will accomplishing my Key Results be sufficient enough to achieve my Objective?

#### If YES: It passes the sufficient test Example Objective

- Key Result 1
- Key Result 2
- Key Result 3
- Key Result 4
- Key Result 5

## If NO: Modify or add Key Results to make them stronger

#### **Example Objective**

- Key Result 1
- Key Result 2
- Key Result 3 Modified
- Key Result 4
- Key Result 5
- Key Result 4 Added

Help employees thrive with an employee experience platform Employee expectations have never been higher. Top talent can write their own ticket and choose where they work. Yet HR leaders face the challenge of driving engagement, learning, wellbeing, and growth wherever employees are getting work done.

To recruit, retain, and upskill workers, the right technology can be critical. As this data shows, companies that have an integrated platform vouch for its ability to support these bottom-line business goals. For organizations that want to become an employer of choice, pay and benefits simply aren't enough. It's the employee experience that makes the difference.

#### **Discover Microsoft Viva**

Microsoft Viva is an employee experience platform that brings together communications, knowledge, learning, resources, and insights in the flow of work. Powered by Microsoft 365 and experienced through Microsoft Teams, Viva fosters a culture that empowers people and teams to be their best from anywhere.

#### Learn more about Microsoft Viva

©2021 Microsoft Corporation. All rights reserved. This document is provided "as-is." Information and views expressed in this document, including URL and other Internet website references, may change without notice. You bear the risk of using it. This document does not provide you with any legal rights to any intellectual property in any Microsoft product. You may copy and use this document for your internal, reference purposes.