OBJECTIVES & KEY RESULTS

Unite team goals with company targets through OKR planning

0 Quick tips

1. You can change anything you'd like in this template by right-clicking it and selecting **Unlock**. Some items, **like tables/lines**, can also be **Ungrouped** (CTRL+SHIFT+G) and further customized.
2. The OKR matrices are customizable if you'd like to experiment with new headings.
3. Make sure you **Lock** any content that won't be interacted with by participants by selecting the content, right-clicking and selecting **Lock**.
4. Try and begin your session with a quick and fun warm-up activity to get everyone in the right mindset. If you delete these instructions, you can use this sliver of space in the left portion of the mural.

1 Identify strategic themes with your leadership team

★ Ensure every team's OKRs roll up to accomplish large scale company goals.

2 Define objectives

★ Objectives should be qualitative and describe the desired outcome. There is no need to have numeric metrics for objectives (you'll have those with key results). They should be **actionable, inspirational,** and **time bound.**

3 Define key results

★ **Key Results** add metrics to objectives. Try following the **SMART** goal model and make your KRs:
Specific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

★ While the **Objective** is inspirational and gets people thinking about the right things, the **Key Results** need to give clear directions on what to do and how to do it.

4 Get stakeholder feedback

1. Ask each core stakeholder contributing to the OKR to drag in a red, yellow, or green traffic light symbol to share their confidence level in achieving the goals outlined. **PRO TIP:** Use CMD (or CTRL) + D to easily duplicate the traffic lights and allow them to be reused by others.
2. You can also ask stakeholders to add commentary, ideas, and fears in the "Team Comments & Stories" section.
3. You can ask stakeholders to share their feedback on their own time, or while all in the mural together. If you choose the latter, budget time for discussion.
4. Revise your OKRs as necessary.

Hold down the SHIFT key while extending lines to keep them straight.

Use color-coding to indicate your confidence level

LEADER	THEME	OBJECTIVES	KEY RESULTS	CONFIDENCE LEVEL	TEAM COMMENTS & STORIES
	THEME				
	THEME				
	THEME				
	THEME				
	THEME				
	THEME				

If you have more than 6 team members, extend the lines further down and duplicate the elements in the rows. To make the canvas larger, click on the arrow next to the mural name and select "Mural Settings."

Use the same color as the theme's sticky note in the chart above to track progress.

Use comments to tag decision makers that impact the sticky notes under "Action Items" and build momentum

THEME

Going Well | Not Going Well | On Hold | Road blocks | Action Items / Decisions Needed

THEME

Going Well | Not Going Well | On Hold | Road blocks | Action Items / Decisions Needed

THEME

Going Well | Not Going Well | On Hold | Road blocks | Action Items / Decisions Needed

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