

Objectives & Key Results Template

Bring clarity and purpose to your goals with a framework used by top companies worldwide

The OKR (Objectives and Key Results) is a simple yet powerful goal-setting methodology that turns big aspirations into actionable goals and milestones. Get inspiration, examples, and OKR guidelines at whatmatters.com/get-started (free!)

<h2 style="margin: 0;">Objective (What do I want to achieve?)</h2> <p style="margin: 0; font-size: 0.9em;">Examples: "Become more fit and active"; "Learn a programming language"</p>	
<div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid #ccc; margin-bottom: 5px;"></div> <p style="font-size: 0.8em;">Planning period: from _____ till _____</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Important (something you value) <input type="checkbox"/> Inspiring and challenging <input type="checkbox"/> Non-numeric (qualitative) <input type="checkbox"/> Clear and memorable (use 3-9 words) <input type="checkbox"/> Set regularly (every 30-90 days)
<h2 style="margin: 0;">Key Results (How will I achieve my objective?)</h2> <p style="margin: 0; font-size: 0.9em;">Examples: "Attend two fitness classes per week"; "Complete a beginner's programming course"</p>	
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KR2:	<div style="border-bottom: 1px solid #ccc; height: 30px;"></div>
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<p style="font-size: 0.9em; margin: 0;"><i>Key Results are milestones that guide you to your main objective. They are your step-by-step guide to realizing your aspirations.</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Specific (clearly defined, no ambiguity) <input type="checkbox"/> Measurable (can be tracked) <input type="checkbox"/> Achievable (challenging, yet within reach) <input type="checkbox"/> Relevant (directly supports the objective) <input type="checkbox"/> Time-bound (specify deadlines) 	

TIPS FOR SUCCESS:

- **Monitor and Adjust:** As you progress, keep an eye on how you're doing. If you find that a key result no longer serves your objective or priorities shift, don't hesitate to adjust it. The OKR framework is dynamic and meant to evolve with you.
- **Celebrate and Reflect:** Whenever you achieve a key result, take a moment to celebrate. These small wins build momentum. At the end of your set period, reflect on your progress, learn from any setbacks, and set new OKRs for the next phase.