



# OKR Crash Course

## The OKR Cycle

### Part 1

The OKR cycle is composed of four phases: setup and launch, align and localize, focus and execute, and reflect and reset.

These phases establish clear parameters, set OKRs through workshops and tie-off meetings, actively use the OKRs, and reflect on their success, taking place over roughly three months each.

#### Main Takeaways

- OKR cycle has four parts: setup and launch, align and localize, focus and execute, and reflect and reset
- During setup and launch, clear parameters and roles need to be established
- Align and localize Phase is for setting OKRs through workshops and tie-off meetings
- Focus and execute Phase is for actively using OKRs, and reflect and reset is for looking back and learning for better OKRs in the future.

### Part 2

The OKR cycle involves setting high-level goals by leadership, localizing these goals to different levels, and executing a plan of action with specific owners, stakeholders, and accountability in place for their attainment, with weekly focus being key to success.

#### Main Takeaways

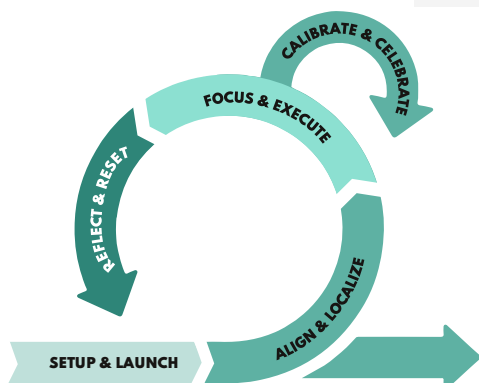
- The OKR cycle starts with high-level goals set by leadership and is localized down to departments, teams, and individuals.
- The "focus and execute" phase of the cycle ensures that OKRs are not forgotten and are actively used all quarter long.
- A plan of action, care owners, engaged stakeholders and business process owners, and accountability are necessary for the success of the OKRs.
- Focusing on the OKRs every week is crucial for their attainment.

### Part 3

The reflect and reset session at the end of the OKR cycle involves reflecting on the past quarter's OKRs and localizing new upper-level OKRs with a growth mindset, intellectual honesty, and data-driven decisions. Questions about the previous quarter's successes and failures should be asked to focus on the big things that need to be addressed moving forward.

#### Main Takeaways

- Reflect and reset sessions involve reflecting on past quarter OKRs and using them as reference for future OKRs.
- Two conversations occur during reflect and reset: reflection and localization of new OKRs.
- Growth mindset, intellectual honesty, and considering data as a decision-driver are important principles.
- To start the reflect and reset session, take 10-15 minutes to ask about what worked well, what didn't, and shifts.
- This helps focus on important elements and avoid getting lost in details.



**SETUP & LAUNCH**

**ALIGN & LOCALIZE**

**FOCUS & EXECUTE**

**REFLECT & RESET**

