OKR Goal Setting One-on-one Meeting

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Objectives and key results should be clearly defined and communicated. This agenda will help teams prepare, strategize and prioritize goals for the quarter.

- [ ] **OKR review for last quarter: Where did we succeed? Where did we fall short? What did we learn?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **What are 3-5 things you want to accomplish in the next quarter?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **What key things need to happen in order to achieve those 3-5 goals?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **What resources, tools and budget do you need to achieve your goals?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

- [ ] **What could happen in the upcoming quarter that would prevent you from hitting your goal s?**

  Summary: _____ _____ _____

  Next Steps: _____ _____ _____

Want meeting notes like this with no extra work?

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