Learn to apply OKRs **successfully**

**Workbook to OKR**

**e-learning**

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**Author: Lodewijk Gimberg**

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**Assignment 1: your learning goals**

1. What would you like to achieve with the e-learning?
2. How will you know you have achieved your goal?
3. What will you do to achieve it?

# ****Assessment 2: setting and meeting goals****

How do we actually do that, set goals? And are we successful and ambitious? And what do I think about that? Before we go into depth about the OKR method, I would like to ask you to take some distance and reflect on the current way of working within your organization. In the e-learning you will find a set of reflection questions that you can answer below.

**Task 3: Drafting your Objective**

In this assignment, we will work on creating your own Objective(s)

**Step 1: Collect possible topics**

**Step 2: Write a first draft of your Objective**

**Step 3: Validate and refine**

**Task 4: Drafting Key Results.**

Take out the first Objective(s) and go through the steps as described below.

**Step 1:Define what success means**

**Step 2:Define measurable indicators**

**Step 3:Formulate your Key Result**

**Step 4: Check for relevance and feasibility**

**Step 5: Complete your OKR**

**Task 5:Expressing ambitions**

Take out your own OKRs again. With what you've learned in this section about types of OKRs and aspirations, how would you label your OKRs? As committed, stretched or still learning? And when you look at the ambition you put into the Key Results? Is this the right reflection of the type of OKR? Adjust as needed.

**Task 6: OKRs in the bigger picture**

Why does your organization exist? What do you want to achieve in the world? Write down the answer succinctly and clearly in your workbook. Once you have that clear, write down the three major strategic themes that emerge from your "why. These are the big goals that your organization is pursuing to achieve your 'why'. Think about how they contribute to your 'why' and how you measure progress.

**Reflection 7: Ready for an OKR culture?**

Time for a reflection assignment: here, take your own organization or team in mind and score the following items on a scale of 1-10. What do you excel at? Which Superpower is already truly part of your DNA? And which Superpower could use some extra attention and development?

1. Alignment and Transparency: How well are teams aligned with the higher purpose? Is there a clear understanding of the organization's goals at all levels?
2. Agility and adaptability: How quickly do we adapt to change? How efficiently do we learn?
3. Role of leadership: To what extent do our leaders embody the values of an OKR culture? Are they effective role models? Do they act as coaches for their teams?
4. Communication: How effectively does communication take place within our organization? Does it promote better understanding and collaboration?