

Quarterly OKR Worksheet

Free template from **Unbuilt Lab** — <https://unbuiltlab.com/free>

Quarter

— Which quarter is this for? (e.g. Q3 2026 — Jul-Sep)

Company Objective

ONE objective. Must be qualitative + ambitious. If you have multiple, you don't have priorities.

— This quarter, we will [verb] [direct object] so that [outcome].

Key Result 1 (measurable)

— Move metric X from current value Y to target Z by end of quarter.

Key Result 2 (measurable)

— Move metric X from current value Y to target Z by end of quarter.

Key Result 3 (measurable)

— Move metric X from current value Y to target Z by end of quarter.

Top 3 initiatives we'll run to hit these KRs

— Initiative 1 — owner, deadline, blocker if any.

— Initiative 2 — owner, deadline, blocker if any.

— Initiative 3 — owner, deadline, blocker if any.

What we will NOT do this quarter

The rare list most OKR templates skip. Anything that gets in the way of the objective.

— Project / customer / opportunity 1 we'll consciously decline.

— Project / customer / opportunity 2 we'll consciously decline.

Mid-quarter check (Week 7) — confidence per KR (0-10)

KR1 confidence: ___ / KR2: ___ / KR3: ___

If any dropped >3 points from week 1, escalate or replan now.

End-of-quarter score (0.0-1.0 per KR)

— KR1 actual / target = ratio. KR2 ratio. KR3 ratio.

— Average score — Grove targeted 0.6-0.7. Hitting 1.0 means you set them too easy.

Retro: What worked? What didn't? What changes for next quarter?

- = Worked — one thing.*
- = Didn't — one thing.*
- = Change for next quarter — one thing.*

Tip: print this and pin it on the wall. OKRs you can't see don't get worked on.