

1-3-5® OKR CHECKLIST



10 steps to create the perfect 1-3-5® OKR plan

- 1 Give your 1-3-5® plan a catchy title that resonates with you and others working on the plan. E.g. **"Telford Team Target 2022."**
- 2 Your Vision should be succinct and written as though it has been achieved. E.g. **"We've exceeded our growth target of £20million turnover."**
- 3 Your Vision should be written using positive language, focusing on what you do want (NOT what you don't). E.g. **"We have achieved 20% growth"** instead of "We have avoided a decline in market share."
- 4 Remember your Vision refers to **where** you want to get to within your set timeframe, usually within 6 or 12 months.
- 5 Your Objectives refer to **what** you need to focus on to achieve your Vision.
- 6 Each Objective needs to have a crystal clear outcome. E.g. **"Our team has reached 90% staff engagement and increased sales by 15%"** instead of simply 'We've built a highly-effective, fully engaged team.'
- 7 Your Key Results refer to **how** you will achieve each of the Objectives. Key Results MUST include a specific, measurable number. A key result is either completed or not; there's no grey area.
- 8 Each Key Result should be broken down further into smaller milestones that act as **stepping stone goals** to tick off regularly. Milestones should include the day to day work you are carrying out.
- 9 Focus on progress, not perfection. It's better to have a basic 1-3-5® plan created and in working progress than a perfect one that isn't launched yet.
- 10 Regular check-ins are essential to keep the momentum going. Review your plan daily to maintain focus, avoid drift and ultimately remind you of your **where, what** and **how!**