

Welcome

I'm Tomek Dabrowski, an OKR expert. You can see my full profile [here](#).

I'm glad you are interested in checking my OKR Tracking Tool. This tool has been in development since 2019. Today, I'm giving you a simplified version that incorporates feedback from many teams and companies.

If you like my OKR Tracking Tool and/or find some inspiration, send me a [KUDO](#) or [recommendation](#) via LinkedIn. You can write a LinkedIn post about it too.

It would be the best prize for me!

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How to use OKR Tracking tool

Structure

There are two views:

- Specific OKR sheet
- OKR Dashboard

Specific OKR sheet is a place where you regularly track an objective. It would be used in most cases by the Team that has proposed a given OKR. While conducting a check-in, you update confidence level (2) and add the current value (3) for all key results. This view automatically shows the trend of key result change (1) between the last two check-ins:

- Positive (↗) for moving closer to your target value
- Negative (↘) for moving away from your target value

Q1 Team 1

		Owner	Change	Confidence								
Team 1 objective		Team 1	1	2	3							
		Start	Checkin 1	Checkin 2	Checkin 3	Checkin 4	Checkin 5	Checkin 6	Target			
KR1	Key Result 1 - example: Increase result from 10 to 50		↗	will be reached	400	300	234			0		
KR2	Key Result 2 - example: Decrease result from 100 to 50		↘	not at all	100	78	78			50		
KR3	Key Result 3 - example: Have result less than 50		↘	maybe	50	45	48			0		
KR4	Key Result 4 - example: Have result bigger than 50		↗	will be reached	0	34	34			50		
KR5	Key Result 5 - example: Keep result exactly at the level of 50		↔	will be reached	50	50	50			50		

Note that this view does not consciously show progress. It should encourage a team to speak about the current value of the key result, compare it with the previous one and see how close you are towards the target value.

OKR Dashboard aggregates basic data from specific OKR sheets. The idea behind this is to provide a glimpse of all OKRs. OKR Dashboard is dedicated to be used by the Executive Team, Leaders and Stakeholders. There are three important sections in this view:

- *Average progress* (1) showing progress of an objective calculated on its key results,
- *Changes trend* (2) visualising changes trend (positive, neutral, negative) for an objective between the last two check-ins,
- *Confidence* (3) indicating a probability (green, amber, red) of achieving an objective at the end of the okr cycle.

Additionally, you can navigate to details of the given OKR by clicking “See details” (4).

Company OKRs

		Owner	1	2	3	4
			Average progress	Changes trend	Confidence	
2024	Strategic objective	Owner	50% ▮▮▮▮▮▮▮▮▮▮ 25%	→	🟡	See details & edit
Q1	Team 1 objective	Team 1	50% ▮▮▮▮▮▮▮▮▮▮ 43%	↘	🟢	See details & edit
Q1	Team 2 objective	Team 2	50% ▮▮▮▮▮▮▮▮▮▮ 35%	→	🔴	See details & edit

Adding new OKR

1. Navigate to the “OKR template” sheet.
2. Duplicate it.
3. Switch to a newly created sheet from the OKR template.
4. Add OKR details: title (cell C3), owner (cell D3), key results (rows 5-9).
5. If you have less than five key results, remove unused rows.
6. If you plan to have less than eight check-ins in the okr cycle, remove unneeded check-in columns.
7. Set start and target values for a key result depending on its type (increase, decrease, less than, bigger than, keep at the level). See the table below for reference.

Key result type	Start value	Target value
Increase from X to Y	X	Y
Decrease from X to Y	X	Y
Have X	0	X
Less than X	X	0
Bigger than X	0	X
Keep at the level of X	X	X

8. Apply an expected format (i.e. number, %, currency) to all cells that store key result values.

Adding new OKR to the dashboard

1. Navigate to the “OKR Dashboard” sheet.
2. Copy entire row number 3.
3. Go to the end of the OKR list.
4. Paste copied row.
5. Update references in the copied cells to point to the new OKR sheet.