

# OKR Checkin

All OKR owners and the Executive team meet to assess progress and to estimate the probability of achieving current OKRs.

The Check-in meeting always begins with a conversation about significant changes in confidence levels and progress. OKR owners are able to explain the latest updates while assumptions from the planning workshops are being regularly reviewed. If necessary, topics can be escalated, and solutions are being discussed in the group. In these cases, assets sometimes are reallocated in order to save certain Objectives or stop initiatives that turned out to be unsuccessful.

## Preparation

You can ask yourself those supportive questions before the meeting:

- What quantifiable have you achieved?
- How has confidence level changed since the last OKR checkin?
- How confident are you to achieve your Objective?
- What haven't you accomplished? What's the reason behind?
- Which Key Results do you want to influence in the upcoming days?
- What risks/dependencies are related to your work?
- What kind of support do you need?

## Participating as an Objective Owner

When speaking about your Objective, follow those good practices:

- Present your achievements towards an Objective.
- Share challenges and successes.
- Discuss changes since the last OKR Checkin.
- Use confidence level to express the certainty of finishing an Objective.
- Plan new activities to move a Key Result forward.
- Raise any impediments that could slow down you.
- Keep it short – focus on the most important things.