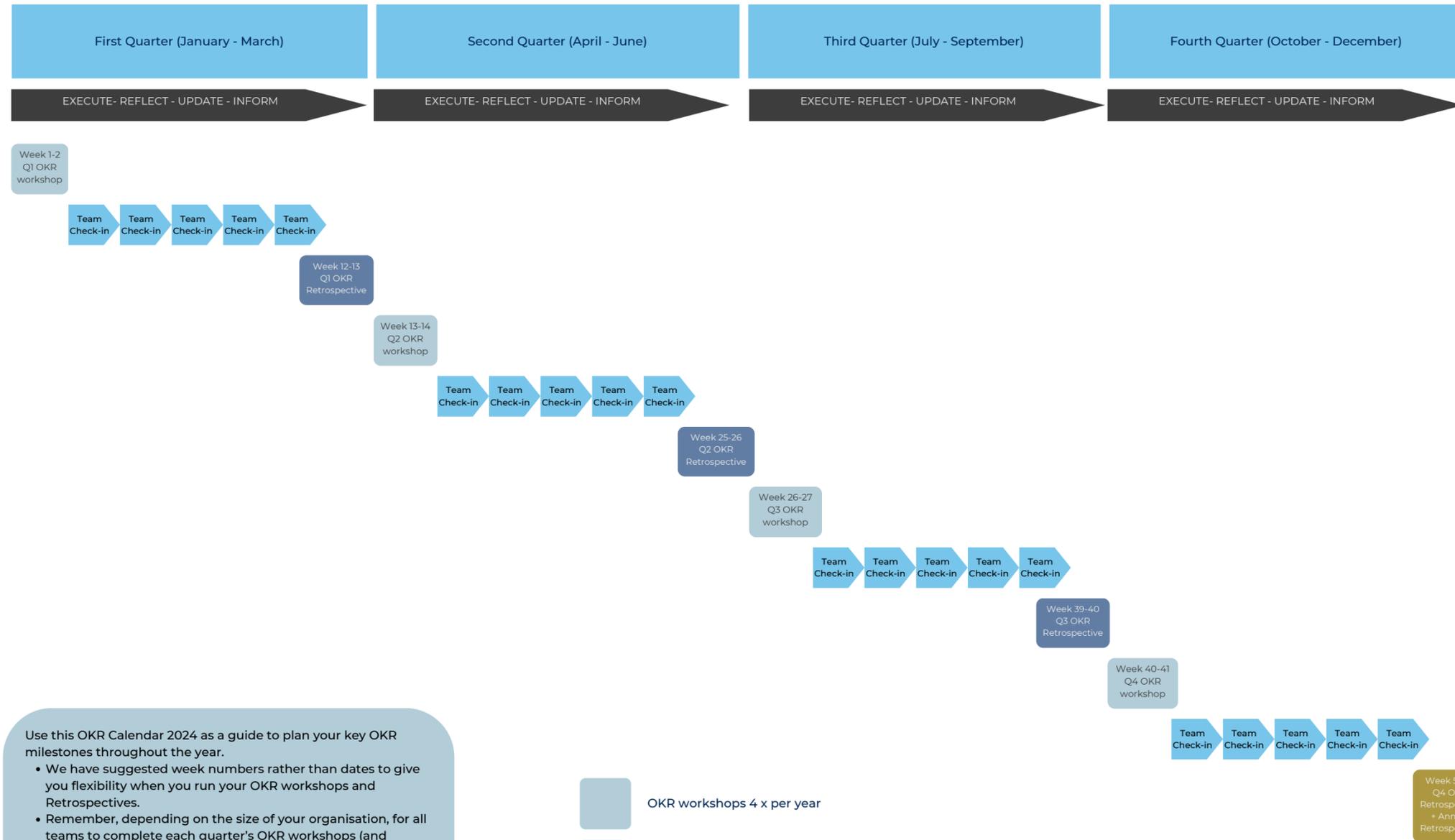


OKR Calendar 2024



Use this OKR Calendar 2024 as a guide to plan your key OKR milestones throughout the year.

- We have suggested week numbers rather than dates to give you flexibility when you run your OKR workshops and Retrospectives.
- Remember, depending on the size of your organisation, for all teams to complete each quarter's OKR workshops (and Retrospectives) may take 2 weeks.
- At the end of the year we suggest you take longer with the final Retrospective, so you can review Q4 and all of 2024 as a whole.
- We have suggested 5 OKR team check-ins per quarter as a minimum. Any fewer than this and the team less likely to be aware of the whole team progress or be able to review and act on OKRs where help is required.



- OKR workshops 4 x per year
- Bi-weekly OKR check-ins 5 x per quarter
- OKR Retrospectives 4 x per year

Throughout the quarter...
EXECUTE - your activity & contribution to the key result
REFLECT - on the progress you have made
UPDATE - your key result status and confidence before the team OKR check-in
INFORM - your team during the check-in of the Key Result status and if any help is required