

# TEAM OKR CHECK-INS

Team check-ins are the lifeblood of OKRs. They are a place to discuss progress and ask for help required – they are not meant to be used to discuss in intricate detail why or why not success has occurred.

## DO

### Encourage Open Communication

Ensure team members feel comfortable sharing their progress and challenges. Encourage constructive feedback from everyone.

### Celebrate Achievements

Acknowledge and celebrate successes and progress - and then move on.

### Provide Support

Offer assistance to team members facing roadblocks. This could involve resource allocation, additional training or collaboration with other teams.

### Keep to time

15 - 30 minutes max!  
Quickly move on from key results that are on track to those that need further discussion.

### Discuss priorities for the upcoming 2 weeks

Decide upon the team priorities that will best benefit the key results.

### Flag up any conflicting priorities

Flag up if there is likely to be anything that could impact the progress over coming 2 weeks, eg vacations, public holidays, IT changes.

## DON'T

### Neglect Preparation

Ask all team members to be familiar with their goals, progress, tasks and any potential obstacles before attending the check-in.

### Don't Focus Solely on Numbers

Encourage team members to share qualitative insights, lessons learned and the context behind the data to gain a holistic understanding.

### Blame or criticise lack of progress

Encourage team members to call out challenges and obstacles. Discuss potential solutions and, if necessary, adjust strategies.

### Skip reflection

Reflect on the outcomes of the previous 2 weeks; recognise what worked well and what could be changed or improved for the next 2 weeks.

### Ignore requests for help

A request for help is invaluable information! It enables the team to work together to decide the best way forward to achieve OKR success.

### Overrun

A finite block of time helps ensure team members are fully focussed. If time start to drift be assertive with discussions and continue offline if needed.