**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12101&utm_source=template-word&utm_medium=content&utm_campaign=OKR+Brainstorm-word-12101&lpa=OKR+Brainstorm+word+12101)OKR Workshop   
Schedule Template**

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| Objectives and Key Results Workshop Schedule |

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| **Time** | **Activity** | **Description** |
|  | **Welcome** | Welcome all team members and review the purpose of this session (5 minutes) |
|  | **General Review** | Conduct a general review of the previous quarter’s or year’s OKRs: How did you face the challenges and successes, and how do we want to change our approach? (25 minutes) |
|  | **Departmental Review** | Conduct a departmental review of the previous quarter’s or year’s OKRs, including performance metrics (25 minutes) |
|  | **OKR Brainstorming Discussion** | Split up into functional teams and conduct an OKR brainstorming session. Then, have each team presentat to the larger team on each OKR and its expected impact. |
|  |  | **Break** |
|  | **Alignment Discussion** | Have an alignment discussion to ensure team OKRs are in alignment with company OKRs. |
|  | **OKR Decision** | Finalize the OKRs and discuss implementation strategy, including accountability methods. |
|  | **Wrap Up** | Wrap up, plan follow-up meetings, and review deliverables for next meeting. |

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