OKRS & SMART GOALS
DEFINITIVE GUIDE

Bear in mind that in order to boost people's commitment towards a goal, it must be relevant and inspiring. Connect what the organization and people need, so that the objective becomes meaningful. Master's advice on the subject: take employees' performance evaluations results to detect which areas of improvement can be combined with your organizational goals and plan a strategy that integrates their professional development with the company.

OKRs TEMPLATE

ORGANIZATIONAL OBJECTIVE I	What is the objective of my company?	ORGANIZATIONAL OBJECTIVE II	What is the objective of my company?
PERSONAL/TEAM OBJECTIVE I	What is my personal / team goal? How can I connect it with the company's?	**PERSONAL/TEAM OBJECTIVE II**	What is my personal / team goal? How can I connect it with the company's?
KEY RESULTS	How can I measure my success? RC1: RC2: RC3:	**KEY RESULTS**	How can I measure my success? RC1: RC2: RC3:

SMART GOALS TEMPLATE

Remember that SMART goals consist of 5 parts that will allow you to set specific parameters to guarantee your results. Organize one (or several) meetings with your teams - or individuals - and open the game to asking as many questions as necessary. In this way you can work together to connect goals with your priorities and their interests. In addition, you will be able to verify how feasible they are first-hand. Print out our template and get ready to design a common goal:

OBJECTIVE	What is my goal? Develop what goal you want to reach here.
S SPECIFIC	Why am I choosing to set this goal? Should I add someone from my team / leader, etc.? What specifically am I hoping to accomplish during this time? Ask yourself the 5 basic questions: What, Who / Who, When, Where, Why and How.
M MEASURABLE	What indicators shall I use to measure my progress? What can help me assess whether I have reached my goal?
A ACHIEVABLE	What do I need to carry it out? Do I have the necessary resources? What obstacles could get in the way? Am I committed to it?
R RELEVANT	Why do I want to achieve this goal? What learning experience do I hope to gain from it? Is it connected with the organization / team goals?
T TIME-BASED	What is the deadline to achieve that goal? Is it realistic? When should / could I complete it?
SMART GOAL	Once you have thought through and completed all the fields, go back to the first objective and ask yourself if it was formulated in a SMART way. If it wasn't, try writing a new version below.