

# OKRs 1-on-1s- Success at Every Step of the OKR Cycle

## OKR Execution >> OKRs 1-on-1s

One can easily fall into the “Set-it and Forget” mode in the execution phase. It is thus crucial to constantly engage in individual, team, and leadership behaviors, keeping the cadence and pace of your organization’s intended rhythm. Developing your organization’s rhythm affects your ability to transform big, long-term, inspirational, and strategic ideas into execution at every level while furthering employee engagement.

## What do you mean by OKRs 1-on-1s?



**Definition:** This is the second activity of the execution phase, where there is a meeting between OKR participants and their leaders. This meeting should occur at least once a month, ideally mid-month. This is the one designated chance a month for OKR participants to connect directly and independently with their leaders on their objectives and key results.

**Aim:** In this 1-on-1 OKR meeting, the leader assures that the OKR participant is progressing well. He has all the requisite support, and challenges, if any, are eliminated. In the best scenario, leaders should have monthly 1-on-1s with their direct reports. OKR 1-on-1 is a conversation highly focused on strategic contributions instead of typical performances. Conversations related to day-to-day performance or operational tasks happen daily. All-in-all, 1-on-1 meetings offer OKR participants – a chance to get much-needed Conversation, Feedback, and Recognition. They deserve that due to their strategic contributions to the organization.



**Tool:** OKR participants or employees can use the Unlock:OKR tool and request 1-on-1s or personal feedback from their manager directly from the system. The tool also features a conversation module with three parts – Notes, Conversation, and Tasks.

## Outcomes of 1-on-1 OKR Meetings



Conversation



Feedback



Recognition



## What is Conversation?

This feature of the OKR software is used to exchange communication among the different employees of an organization. They can be the user, team managers, and contributors to the OKR. Conversation can be in text comments or reactions about any given OKR.

## What is Feedback?

It is a two-way approach that helps to improve user productivity. You can request or give personal feedback on how your report performed on his OKR. The report may also request a one-on-one meeting with his manager to review the objectives, evaluate if or not they could be met, and see why some objectives could be achieved while others could not be. Such exercise can be done following a quarter or project.



## What is Recognition?

Recognition is part of the flow of human interaction among your employees. Your manager may reward your work through written praise, verbal appreciation, or monetary. Besides, there may be peer-to-peer recognition. When you reward your employees, they feel like they genuinely own their organizational culture and have a purpose.

## General View for Leaders

### Where are we?

Recognition of OKRs’ status – celebrating progress ahead or on track, also identifying where progress is off track.

### Where are the obstacles to results?

Find out what roadblocks are affecting progress.

### What should I do next?

Brainstorm the next steps to get back on track.