

Weekly Tracking OKRs- Success at Every Step of the **OKR Cycle**

OKR Execution >> Tracking OKRs

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 **OKR tracking**?



Definition

It is the execution phase’s primary and most foundational activity. Since a strategy fails to have a well-defined and measurable success metric, we use OKR methodology to do this step with our key results (KRs). Being measurable, key results are in some ways trackable too.

Aim

Though there may be varying levels of trackability, we are moving in the right direction. As employees of your organization, you should track weekly for the best results and ensure that your progress on your goals is updated on a specific day of the week. Updating progress on Friday by the close of the business allows those involved in your and other teams to reflect on their week and learn what they could and could not achieve as per the plan.



Tools

In the Unlock:OKR tool, tracking includes reviewing all your objectives and key results. You can update everyone involved in a project or task by changing the number and adding comments on progress. You may even add comments on progress if numbers remain unchanged. By tagging them, you can mention people you wish to notify about the progress.

Accountability and tracking are the two key outcomes of **Tracking OKRs**

As you track strategic results publicly and transparently, we nurture the concept that we are all-in-this together. There are no hidden secrets; everyone is pulling their weight. Besides, tracking helps us hold others accountable for their commitment while contributing to the team and organization.

Best Practices in **Tracking**



Design Trackable OKRs

Your objective may or may not consist of a quantitative element, but your key results should.



Weekly Update OKR Tracking Information

Use the weekly check-ins feature of Unlock:OKR tool to make your goal progress visible to all or your reporting manager.



Break Down Complex OKRs Through Initiatives

Initiatives help break down large or complex KRs into small, measurable, and more attainable steps or processes.



Employ OKR Software

Using high-quality, focused OKR software with all the needed integrations with your current tech stack helps you gain robust automated tracking capabilities and a great user experience.