



fitb[✓]ts
OKRs

5 Step Process to get OKRs right

OKR Calendar

Q1 2022

fitbots OKR Calendar 2022 Q1

	Duration	OKR Phase	Agenda
Week 0	Dec 27 - 31	Preparation	Plan for the strategic priorities by Sponsors
	Dec 27 - 31		Selection of Teams to be part of OKRs
	Dec 27 - 31		Identifying the OKR Champion
	Dec 27 - 31		Communication by Sponsor to teams who are to adopt OKRs
Week 1	Jan 3 - 7	OKR Crafting	Company OKRs Crafting basis strategic priorities
	Jan 3 - 7		Department and Team OKR Crafting
Week 2	Jan 10 - 14	OKR Implementation	Update your OKRs on Fitbots, connect & Align bi-directionally
Week 3 - 12	Jan 17 - March 25	OKR Cadence	Weekly Check Ins by Team Champions. Update, track progress on platform. Use CFRs to communicate, celebrate and course correct.
Week 6	Feb 7 - 11	Mid-Quarter Check-In	Leadership Check-ins with champions to check progress, understand KRs at risk, redefine priorities, celebrate wins and accelerate progress for the remaining weeks
Week 12+*	March 28 - 31	OKR Retro Reboot	Reflect on the quarter gone by, what worked, what can be better and plan for the next quarter to achieve strategic priorities

*Week 12 becomes Week 0 of the next Quarter.

There's a visual calendar broken down monthly and then weekly on the page ahead.

Feel free to pick a day in the week for you check in meetings and highlight it there!

We wish you a successful OKRs implementation :)

fitbots OKR Calendar 2022 Q1

December 2021

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	Week 0

● Preparation

January 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	Week 1
9	10	11	12	13	14	Week 2
16	17	18	19	20	21	Week 3
23	24	25	26	27	28	Week 4
30						

● OKR Crafting

● OKR Implementation

● OKR Cadence

February 2022

S	M	T	W	T	F	S
		1	2	3	4	Week 5
6	7	8	9	10	11	Week 6
13	14	15	16	17	18	Week 7
20	21	22	23	24	25	Week 8
27	28					

● OKR Cadence

● Mid Quarter Checkin

March 2022

S	M	T	W	T	F	S
		1	2	3	4	Week 9
6	7	8	9	10	11	Week 10
13	14	15	16	17	18	Week 11
20	21	22	23	24	25	Week 12
27	28	29	30	31		Week 12*

● OKR Cadence

● OKR Retro Reboot

Print this calendar for your team as a reminder to do their check ins and successfully OKRs for this quarter and the next!

For more resources visit www.fitbots.com.

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