
Name & Department

Mark Forster
Sales Department (New York)
mark.forster@apple.com

One-on-One on OKR Goal Setting

Date: 5th September 20XX

OPENING

- How was your day so far?
 -
- Let's talk about your priorities and goals for this period.

BRAINSTORMING OBJECTIVES

- How do you see your role contributing to the team's objectives?
 -
- What are the key outcomes you want to achieve?
 -
- How can we align these with the team and company's objectives?
 -

DEFINING KEY RESULTS

- What measurable milestones can we use to track progress?
 -
 - Are these achievable, yet challenging enough to push us?
 -
-

SUPPORT & RESOURCES

- What do you need to succeed in achieving these OKRs?
 -
- Are there potential blockers we should address upfront?
 -
- Let's review the objectives and key results we've outlined. Do you really feel these are clear and actionable?
 -

CLOSING

- What are you looking forward to in the next quarter?
- Do you have any further questions or concerns?