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**Name & Department**

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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?**