
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?
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- 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?
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- What are the key outcomes you want to achieve?
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- How can we align these with the team and company's objectives?
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DEFINING KEY RESULTS

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

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

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