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Description automatically generated](https://www.smartsheet.com/try-it?trp=12101&utm_source=template-word&utm_medium=content&utm_campaign=brainstorming)OKR Brainstorming Cheat Sheet**

Use this template during an OKR planning session.

Objectives/Primary GoalsWhat are our top objectives or primary goals for this quarter/year?

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Steps   
What are the steps required to reach each of these objectives?

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Resources/ToolsWhat resources or tools do we need to accomplish these objectives?

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RequirementsDo we have the expertise required or do we need to conduct training or bring in outside help?

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Challenges/OpportunitiesWhat challenges should we expect as we work towards these objectives? How can we turn these challenges into opportunities?

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Progress MonitoringHow can we measure our progress towards these objectives? What are the main indicators of success?

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Key ResultsWhat are the key results or outcomes that we’re looking for?

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Initiatives What are the specific actions or initiatives required to achieve these key results?

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Progress MonitorWho will track progress over time and hold the team accountable to complete each of these actions?

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Collaboration How can different teams and individuals best collaborate on these shared objectives?

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Progress Monitoring TimelineHow often should we check in and update each other on our progress towards these objectives?

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