**OKR制定表**

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| 姓名 |  | | | 职位 | | |  | | 编写时间 | | |  |
| **目标（Objectives）** | | | | | | | | | | | | |
| 具体的 | | 可衡量的 | | | 可达到的 | | | 直接相关的 | | | 有时间限制的 | |
| 错误：我要读完一本书； 正确：在5月31日前将《鬼吹灯》看完，并写1000字读后感 | | | | | | | | | | | | |
| **⊕目标一** | | **⊕目标二** | | | **⊕目标三** | | | **⊕目标四** | | | **⊕目标五** | |
|  | |  | | |  | | |  | | |  | |
| 目标有权重，分值不同，要定期排序，调整优先层级 | | | | | | | | | | | | |
| **关键结果（Key Results）** | | | | | | | | | | | | |
| 根据目标，自上而下，制定量化指标，以便掌握行动的主动性 | | | | | | | | | | | | |
| **关键结果一** | | **关键结果二** | | | **关键结果三** | | | **关键结果四** | | | **关键结果五** | |
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| **执行** | | | | | | | | | | | | |
| 确定优先次序 | | | 执行意图 | | | 独立完成 | | | | 他人求助 | | |
|  | | |  | | |  | | | |  | | |
| **完成情况** | | | | | | | | | | | | |
| **⊕目标一** | | **⊕目标二** | | | **⊕目标三** | | | **⊕目标四** | | | **⊕目标五** | |
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| **评价** | | | | | | | | | | | | |
| 为结果评分：计算完成度，分析原因，思考如何做得更好 | | | | | | | | | | | | |
| **评分一** | | **评分二** | | | **评分三** | | | **评分四** | | | **评分五** | |
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| **评价建议** | | | | | | | | | | | | |
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| 定期回顾记录 | | | | | | | | | | | | |
| 系统回顾，为制定下一个目标做准备 | | | | | | | | | | | | |
| **周** | | | **月** | | | **季度** | | | | **年** | | |
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