

# Chief of Staff

## Goals

## As measured by

### Make our executive team meetings more efficient

1. All 9 executives have installed new scheduling tool by January 20
2. Send weekly agenda to executive team at least 2 days before all 12 meetings in Q1
3. Take notes and send to executive team within 1 day of all 12 meetings in Q1
4. Give KPI update 4 times in Q1

### Help our managers become leaders in Q1

1. Announce leadership training project at the company all-hands meeting on February 10
2. Ensure 85% manager attendance for leadership training sessions by end of Q1
3. 100% of managers have provided feedback to their reports by end of Q1

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Create a Goals  
Process That Drives  
Results

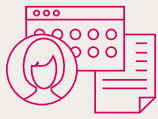
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Adopting OKRs for goal creation ensures employees in every department and function are aligned and working toward the organization's top priorities.

Every organization is unique and there is no one-size-fits-all approach to Continuous Performance Management. You want to understand all the learnings and best

practices, and then use them to craft the unique program that best fits your organization's culture and business needs.

If you're ready to learn more about OKRs within Continuous Performance Management, [see \*Betterworks in action\*](#) and [get your free copy of \*John Doerr's Measure What Matters\*](#).



# Executive Administrator

## Goals

## As measured by

### Support a wildly successful office relocation

1. Select a vendor to move the office furniture by January 7
2. Complete move under budget of \$X
3. Resolve 80% of all new facilities tickets within 6 hours of receipt

### Ensure strong team culture in Q1

1. Plan and execute Q1 quarterly event with 90% attendance
2. Announce 8 award winners for company values by end of Q1
3. Increase membership in “culture club” slack channel from 45 to 90
4. Plan 3 monthly happy hours in Q1

Betterworks Can Help Your Business Create a Goals Process That Drives Results

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