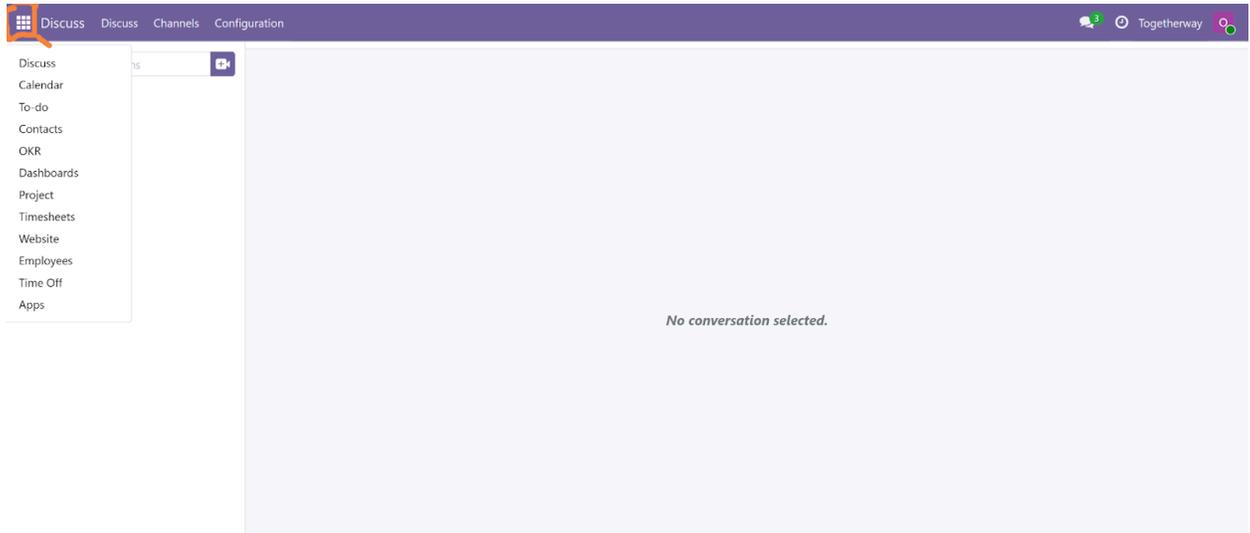


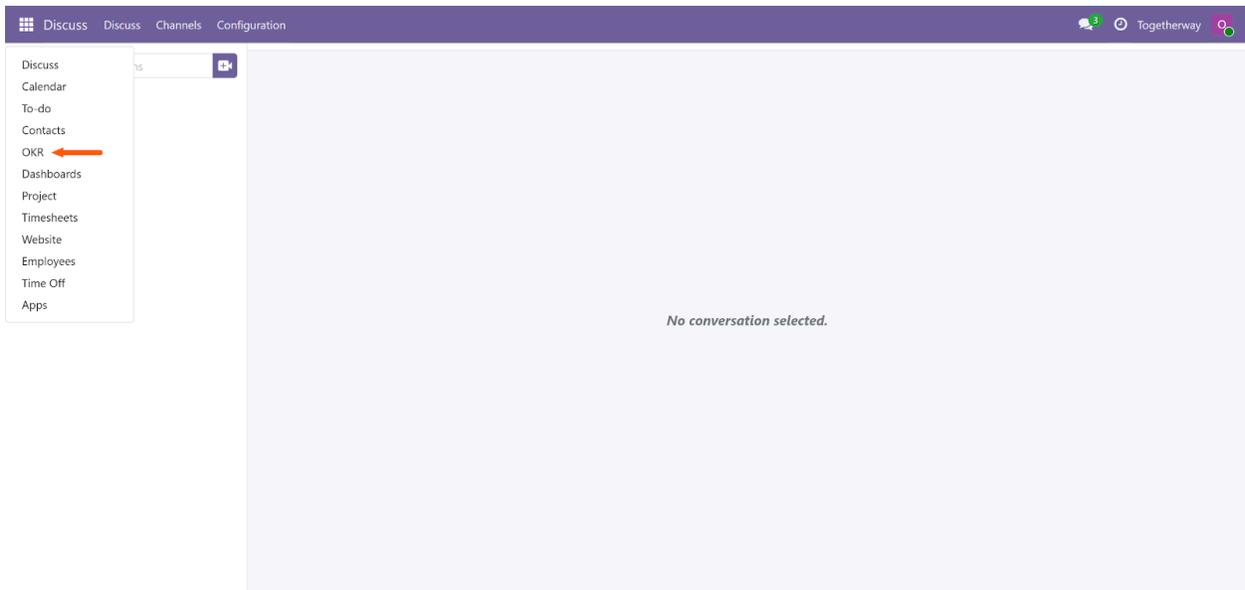
5. Creating an Objective

Step 1: Navigate to OKRs

1. From the dashboard, click the Home menu icon (☰)



2. Select OKRs from the menu
3. On the OKRs page, click Create Objective.

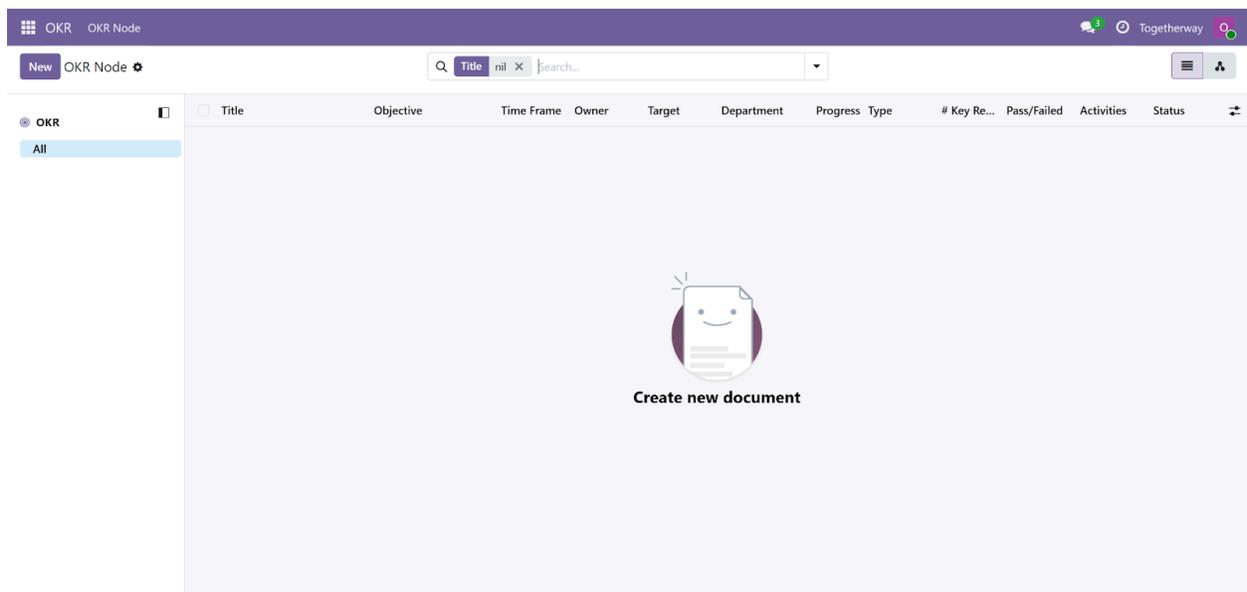


Step 2: View the OKR Dashboard

After selecting OKRs, you will see the OKR dashboard displaying:

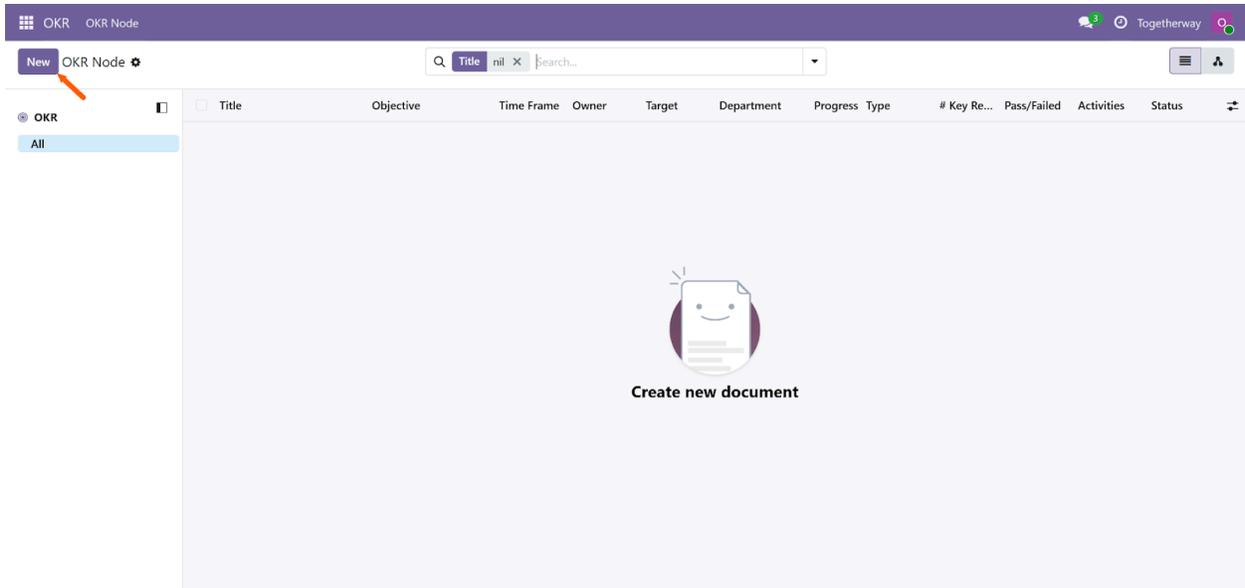
- Company OKRs
- Existing team or departmental OKRs
- OKR cycles and statuses

This dashboard provides an overview of all OKRs across the organization.



Step 3: Create a New Objective

1. On the OKR dashboard, click New.
2. This opens the Create Objective page where you can define your OKR by department or team.



Step 4: Define the Objective

On the Create Objective page, complete the following fields:

1. Year
 - The year is pre-selected by default.
2. Quarter
 - The current quarter is pre-selected by default.
 - You may change the quarter to Q1, Q2, Q3, or Q4 if needed.
3. Objective Title (Required)
 - Enter a clear, outcome-focused title that describes what you want to achieve.
4. Objective Description (Optional)
 - Add a short description to provide additional context where necessary.
5. Target Type (Required)
 - Select Department as the target.
 - Department's Objectives are targeted to department.
6. Select Relevant Company Key Result (Required)
 - Select the company Key Result that your objective contributes to.
 - Click Search more to view all available company Key Results.

- From the list, choose the Key Result that best aligns with your objective.

7. Department (Required)

- Select the department responsible for the objective (e.g., Growth, Engineering, Product).
- Once a department is selected, the Objective Owner will automatically populate based on the selected department.

Example Objective Title:

Improve organic visibility and user engagement across priority brands.

OKR OKR Node

New

OKR Node

Test Objective Title - 2026/Q1 ⚙️ 🗑️ ✖️

Hierarchy Chart

Projects
0

Project Tasks
0 / 0 (0%)

Confirm
Cancel

Draft
Confirmed
Cancelled

Year	2026	Department	Mgt ←
Quarter	Q1 ←	Owner	Chinedu Oguegbu ←
Title	Test Objective Title ←		
Description	Test Objective Description ←		
Target	Department ←	Result ?	<input type="radio"/> New <input checked="" type="radio"/> In Progress <input type="radio"/> Successful <input type="radio"/> Failed
Type	Committed ←		
Is Key Result Of ?	KR1: Institutionalize OKR framework - 2026... ←		
Points ?	0.00		
Progress	<div style="width: 100px; height: 10px; border: 1px solid #ccc; margin-bottom: 2px;"></div> 0 %		
Weight	0.00	%	

KEY RESULTS

Title	Owner	Department	Weight (%)	Points	Progress	Type	Result	Status
Add a line								