

OKR Priority Scoresheet

Formats: Markdown (documentation) | Word (DOCX) | PDF | Excel (XLSX) | CSV (working scoresheet) **Updated:** 2026-03-22 **License:** CC BY 4.0 -- Kate Makrigiannis / k8mak.com

A scoring template for prioritizing which OKRs to pursue when you have more potential objectives than capacity. Evaluates each candidate OKR on strategic alignment, measurability, team control, and effort.

When to use this

You've brainstormed 8-12 potential OKRs for the quarter and need to narrow to 3-5. This scoresheet gives you a structured way to compare candidates and make the cut. Use it during quarterly planning when the team has more ambition than bandwidth.

Scoring guide

Strategic Alignment

How well does this OKR connect to the company's top-level goals?

Score	Meaning
3	Directly supports a company-level objective
2	Supports a team-level or department-level goal
1	Loosely connected to strategy
0	No clear strategic connection

Measurability

Can you actually measure progress on the Key Results?

Score	Meaning
3	Data exists today -- you can pull a baseline this week
2	Data is available but requires setup (new dashboard, query, tracking)
1	Data requires new instrumentation or a manual collection process
0	No clear way to measure -- Key Results are aspirational, not quantifiable

Team Control

How much influence does your team have over the outcome?

Score	Meaning
3	Fully within team's control -- your team does the work and owns the result
2	Mostly within control -- depends on 1-2 known collaborators
1	Partially within control -- requires significant cross-team effort or external factors
0	Outside team's control -- outcome depends on market, leadership decisions, or other teams

Effort to Achieve

How much work will the Key Results require?

Score	Meaning
3	Low effort -- achievable with current team and capacity
2	Medium effort -- requires focused work but fits within the quarter
1	High effort -- stretches the team; may require tradeoffs
0	Unrealistic -- cannot be achieved this quarter with available resources

Priority Score formula

Priority Score = Strategic Alignment + Measurability + Team Control + Effort to Achieve

Maximum score: 12. OKRs scoring 9+ are strong candidates. OKRs scoring below 6 should be deferred or rewritten.

CSV column reference

The companion CSV file (`okr-priority-scoresheet.csv`) has these columns:

Column	Type	Description
Objective	Text	The objective statement
Key Results	Text	Comma-separated Key Results

Column	Type	Description
Strategic Alignment	Number	0-3
Measurability	Number	0-3
Team Control	Number	0-3
Effort to Achieve	Number	0-3
Priority Score	Formula	Sum of all four dimensions (max 12)
Decision	Text	Pursue / Defer / Rewrite
Notes	Text	Rationale, dependencies, baseline status

Tips

- **Measurability is the most undervalued dimension.** An OKR with a Priority Score of 10 but a Measurability score of 0 will haunt you at quarter-end. If you can't measure it, you can't manage it.
- **Low Team Control doesn't mean bad OKR.** It means you need alignment with the teams or factors you depend on. If you pursue a low-control OKR, plan the coordination work upfront.
- **Score as a team, not individually.** Different team members have different visibility into strategic alignment, measurability, and effort. Divergent scores are conversation starters.
- **"Defer" is a valid decision.** Not every good OKR belongs in this quarter. Deferred OKRs go on the backlog for next quarter's prioritization.
- **"Rewrite" means the intent is right but the framing is wrong.** An OKR with strong alignment but low measurability needs better Key Results, not abandonment.

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