



Weekdone Implementation checklist for successful roll-out

Your keys to success to:

- **Refocus** your team
- Get everyone on track towards **achieving their goals**
- Get work done & **improve productivity**
- Know what your **team does & thinks**
- Collect **ideas, suggestions, and feedback**
- Measure **job satisfaction**

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Build a Better Team

Over the years, thousands of teams have used Weekdone to become more successful. So can you!

If you're looking to refocus your team, get everyone on track towards achieving their goals, and getting work done, Weekdone will **guarantee your success**.

We've chosen the best practices used by **world leading companies** to make the optimum tool. We'll now show you how to use these practices to benefit you and your team.

Here is how the core features work together:

WEEKLY PLANNING + PROGRESS TRACKING

Your team will share their most important plans and accomplishments, so that everyone can stay focused and up to date.

QUARTERLY OBJECTIVES + KEY RESULTS

Manage long-term goals using the best practice methodology of OKRs, used by Google, LinkedIn, Twitter, and other world-leading companies.

REPORTING + DASHBOARDS

At a glance, see what's happening in your team with real-time dashboards and metrics.

When used together, the result is a more **focused, goal-oriented, and transparent team**, that just gets things done. Wouldn't you love that?

Let's get started!
Team Weekdone

Steps to Ideal Usage

Getting started with Weekdone is easy, but making the proper preparations makes a successful implementation even easier. We have created the following checklist for you to get the most out of Weekdone.

SET CLEAR EXPECTATIONS

First, think **how you want to use Weekdone**:

- What do you, as a leader, want to improve in your team?
- What kind of information do you want to see weekly?
- What will the core benefits be for you and your team?

Every company has its own needs and should use Weekdone in a way that best suits them. Some teams use Weekdone primarily for weekly planning and progress tracking, while others use it to set and monitor progress towards high-level quarterly objectives. Weekdone can also be used to collect vital employee feedback, insights, suggestions, and ideas. Knowing the use case you want to get out of Weekdone is important, so you can then explain to your team what you are looking to get out of Weekdone and what you expect of them.

TRY IT OUT YOURSELF

Once you know what direction you'd like to go in, **familiarize yourself with Weekdone**. Lead by example and use it regularly, so you can get a firm understanding and vision to share with your team. Start from making sure you understand the three main views, accessed from the tabs on the left:

- **Weekly Planning**: the short-term Plans, Progress, and Problems.
- **Quarterly Objectives**: the long-term Objectives and Key Results.
- **Newsfeed**: the real-time newsfeed of everything that's happening.

Begin by entering your weekly plans and setting your quarterly goals. Go to the Company view in the sidebar to see how it all works together. Like, comment, and mark things done as you progress. Make sure to play around and experiment a lot.

SELL IT TO YOUR TEAM

Once you have a firm understanding of Weekdone, it's time to add your team. Decide and explain clearly, **what value Weekdone provides to your people**. It's your job to make them interested. What's in it for them? Will they have a better list of important tasks and objectives in front of them, so they know what's expected of them? Is it just for being more informed about what others do? Will they be getting more feedback from you and co-workers via comments and weekly reviews?

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Be ready to explain and “sell” those benefits to your team members. Get them excited. Get the commitment from everyone to try it out for at least few weeks or months. It’s crucial to get employee buy-in. You will be introducing a new process and new habits, so it will initially take some effort and investment of your time.

USE IT ACTIVELY

Be a role model for your team and use Weekdone actively yourself, especially during the first weeks. Read the Buzz Newsfeed daily. Make sure everyone else does the same. Comment, like, and give feedback. Give upvotes to people on the newsfeed leaderboard. Engagement and positive feedback from their leader is the one thing employees value the most. Make them see that what they enter in Weekdone does not disappear into a black hole: that you read it, give them a friendly pat on the back, and guide them on their way of becoming real superheroes.

What follows is a more detailed implementation checklist to ensure your success!

Schedule a live a video webinar with Weekdone’s customer team to train you and your whole team.

The Checklist

Questions to Think About

HOW DO I DESCRIBE WEEKDONE TO MY TEAM?

What's your use case? Will you explain it more as a long-term goal-setting tool or one for weekly updates, planning and tracking? Can you articulate how those two sides benefit each other.

Come up with a short description of Weekdone for your team.

WHAT ARE THE BENEFITS OF WEEKDONE FOR ME, AS A LEADER, AND FOR MY PEOPLE?

How and why do you want to use Weekdone? Make two lists of Weekdone benefits: one for yourself, another for your employees. Be ready to present them to the team and get their buy-in.

List the benefits and values for you and your employees.

WHAT KIND OF ITEMS DO I WANT PEOPLE TO SHARE WEEKLY?

Will you focus more on factual task completion or on ideas, emotions and insights? Do you want get statistics about your team performance or learn more about what your team is thinking and feeling? Weekly planning template categories - the questions you ask people to enter weekly - set the tone. "Plans. Progress. Problems." are very different from calling the categories "One thing we should improve as a team? What's the one thing holding you or the team back? What was your biggest win and what did you learn from it?"

What will be your weekly update category headings?

HOW LONG AND INSIGHTFUL SHOULD THE ITEMS POSTED BE? WHAT KIND OF ANSWERS DO I WANT?

Prepare to educate your people on the expected detail level of items. Do you want to see short 2-3 word task-like bullet point items or longer paragraph-like insights, lessons learned, and commentary. Teaching how to write well for others is important part of getting more value out of it.

Decide between short task-like items and long insightful answers.

HOW MANY ITEMS SHOULD PEOPLE IDEALLY POST PER WEEK?

Some customers use Weekdone to collect just 1-2 longer answers per category. Others decide on 5-7 or even more key tasks for the week. Remember: both you and team members will need to read them. Less is more.

Decide on the expected number of items posted.

Read and watch the intro materials

WEEKLY PLANNING DEMO VIDEO & TUTORIAL

<https://www.youtube.com/watch?v=DmWWox6alpY> - Going through the first time of filling in the report on Your Form page.

QUARTERLY OBJECTIVES DEMO VIDEO & TUTORIAL

<https://www.youtube.com/watch?v=Bl6P1QZbLnM> - Setting and checking quarterly goals and their progress.

HOW DOES THE 4-STEP USAGE WORK (ONE-PAGER)

<https://blog.weekdone.com/faqs/implementation-guide/weekdone-usage-flow/> - Quick overview of 4 steps from filling the form to getting the report and giving feedback.

HIGH-LEVEL USAGE FLOW (7-PAGE STORYBOARD)

<https://weekdone.com/usage> - How a fictional company would use Weekdone during the week.

SELF-PACED WEEKLY PLANNING TUTORIAL (18 SLIDES)

<http://weekdone.com/tutorial/> - Learn the process of weekly planning and tracking in Weekdone and how to take the maximum out of it. Understand the benefits, the PPP process and information architecture.

NAVIGATION AND USER INTERFACE

<https://blog.weekdone.com/faqs/tips-tricks/navigation/> - What are the main building blocks of Weekdone user interface.

10 QUESTIONS TO ASK YOUR EMPLOYEES WEEKLY

<https://blog.weekdone.com/10-questions-to-ask-your-employees-today/> - A selection of questions you might want to use in your template.

EXPLAINING AND "SELLING" WEEKDONE TO YOUR TEAM

<https://blog.weekdone.com/faqs/implementation-guide/explaining-selling-weekdone-team/> - Understanding the benefits, defining your ideal process and explaining it to your team.

Try Out All the Features

WEEKLY PLANNING, TRACKING AND UPDATES

SHARE AN ITEM

Click +Add a weekly ... in your Weekly Planning view, enter text and click Enter to save.

CHECK THE ITEM'S 3-DOT MENU DROPDOWN ACTIONS

Hover the mouse over an item and open the action menu from the 3-dot icon on the right. These are the actions you can apply to an item.

EDIT AN ITEM

Double-click the item you just added, edit, and press Enter to save. You can also edit from the 3-dot menu.

ADD A PRIVATE ITEM

You can add private items that are only visible to yourself. When adding an item, click the eye icon on the right of the input area to make it private. You can also make existing items private from the 3-dot menu. A private item can be made public from the menu or by clicking the eye icon in front of it.

MOVE AN ITEM TO ANOTHER CATEGORY BY CLICK AND DRAG

Hover your mouse over an item, click to hold, then drag the item up or down to another category or reorder it inside the category. You can also use move items from the 3-dot menu.

MARK A PLAN AS DONE

There is a special menu action - Done - you can use to mark a Plan as completed. This moves it to the Progress category.

COMMENT ON AN ITEM

Click the speech bubble to leave a comment on any item.

LIKE AN ITEM

Click the heart icon to like an item. This item's owner will receive a notification. By hovering over the like icon you can also express yourself with an emoji, which will be posted as a comment.

ASSIGN AN ITEM TO ANOTHER USER

Try to assign an item to another user. Use the 3-dot item menu, choose Assign To and select a person's name from the dropdown. This will move the item into their form as an assigned task. You need at least one other user besides yourself for this.

CLONE (COPY) AN ITEM TO A USER

You can use the action menu clone an item to yourself or someone else. You can also copy items to everyone in a team.

ADD #HASHTAGS AND @NAME MENTIONS

Use #hashtags for keywords or topics of interest to index the item and make search for similar items easier. Edit or add an item and try entering @name (eg @Example User). An autocomplete list opens as you start writing the first letters after @ sign. The same goes for #hashtags.

ADD A DUE DATE

By default, all items have their due date set at next week's Friday. Click the clock face icon to choose a specific date, after which the item becomes overdue.

GIVE A WEEKLY JOB SATISFACTION SCORE FOR JOB SATISFACTION

Go to your form and scroll down. On the Weekly job satisfaction line, click one of the 5 stars to record your weekly happiness. Remember, you can rename the text label under Template Settings.

USE EMOJIS

You can use colorful emoticons in the item text and comments from the smiley icon.

EXPLORE THE SIDEBAR VIEW

Essentially the left sidebar is a filter to choose who you see at any time. Use it to switch from your own items to the full Company view that shows everyone. Then go back to view just a single person. You can also view individual teams with their members or departments from this view.

VIEW THE WEEKLY COMPANY REPORT BY USERS

Choose Company from the sidebar and make sure the Weekly planning tab is selected. This is the main report view. (The default view will show just your own personal form).

FILTER THE REPORT BY CATEGORIES

Click "By Categories" in the header. This view is ordered by the weekly template question categories in each team's form.

FILTER THE REPORT BY #TAGS

The third view - By #tags - under reports is ordered by #hashtags, e.g. projects and topic labels. Make sure to enter some #hashtags into your items first to access this view.

GIVE A WEEKLY REVIEW TO A USER

This is a feature that appears only after a full week has passed from the start of your trial. Weekly reviews let you and other team managers provide feedback to your employees. This is only visible between the employee and their team manager. Try entering a weekly review at the end of another user's report once a full week has passed.

QUARTERLY OBJECTIVES AND KEY RESULTS

MAKE SURE YOU UNDERSTAND THE OKR - OBJECTIVES AND KEY RESULTS - METHODOLOGY

Read the help materials to familiarize yourself with the following with what makes good Objectives, effective Key Results, and how they interrelate.

NAVIGATE TO THE QUARTERLY OBJECTIVES VIEW

Click Quarterly Objectives in the left sidebar to access the OKRs section

ADD AN OBJECTIVE

Click +Add a quarterly objective, enter text, and click Enter to save.

ADD KEY RESULTS UNDER THE OBJECTIVE

Click +Add a new key result, enter text, and click Enter to save. Make sure you have the objective open - in case you don't see the +Add a new key result line, click on the objective text to open it.

CHANGE KEY RESULT TYPE, ITS START, AND ITS END VALUES

While default key results go from 0% to 100%, you can change that to be anything you like: units, dollars, any text. To do that, either click the % sign on the right side of the key result line, or choose "Change weight/type/value" in the key result 3-dot menu on the right. In the window that opens, enter your choices, and click Save.

MARK KEY RESULT PROGRESS

Each key result's progress should be updated weekly. Either click and drag the progress indicator or click, edit, and save the key result value number.

LINK AN OBJECTIVE IN HIERARCHY

All lower-level OKRs should contribute to higher level ones. Weekdone supports a 4-level hierarchy: Company - Department - Team - Personal. To link an objective to higher level, click the link icon in front of it. In the window that opens, find a suitable higher-level objective and click the link icon in front of it so the disconnected chain becomes connected, then click Save.

ASSIGN A HIGHER-LEVEL KEY RESULT AS A LOWER-LEVEL OBJECTIVE

You can also add a higher level (eg: company) key result, and then assign it to a lower level (eg department, team or person) as an objective. For that choose the Assign action in the key result 3-dot menu.

EDIT AN OBJECTIVE OR KEY RESULT

You can always edit an objective or key result by either double-clicking on them or choosing the Edit option in the 3 dots menu.

COMMENT ON AN OBJECTIVE OR KEY RESULT

Both objectives and key results can be commented on. Just click the speech bubble comment icon on the right.

MAKE AN OBJECTIVE PRIVATE

You can make an objective visible only to yourself. For that choose the "Make Private" action in the 3-dot menu.

CHANGE THE QUARTER AN OKR IS DUE

To move an objective to another quarter, click the "Due Q ..." action in the 3-dot menu.

ASSIGN OR CLONE AN OBJECTIVE

Just like weekly items, OKRs can be assigned (moved) or cloned (copied) to another person or level. You'll find that action in the 3-dot menu.

CONTINUE THE OBJECTIVE INTO THE NEXT QUARTER

When a quarter is ending but you still want to continue working on an OKR (eg to display it in multiple quarters), choose the "Copy to Q ..." action in the 3-dot menu.

EXPLORE THE COMPANY OKRS REPORT AND DASHBOARD

While the default OKRs view is your own personal one, there is much more information in the Company view you can access in the sidebar. Block by block it shows the analytics dashboard followed by company objectives and then everyone grouped by their departments and teams. Click any name line to open the respective section.

SEE WEEKLY ITEMS BY OBJECTIVES REPORT

There is a special report view showing how all the weekly items contribute to your quarterly objectives. You can find it in the Weekly Planning - Company (or any team or department) view by clicking By Objectives at the top.

BUZZ NEWSFEED

CHECK THE BUZZ NEWSFEED

You can access the real-time newsfeed from the Newsfeed tab in the left sidebar. It shows a list of everything people have added to their report forms. It displays all comments, likes, and objective progress updates. Think of it as a Facebook or Twitter feed for your team.

LIKE AND COMMENT

The Buzz makes it even easier to like or comment on items, or express feelings with an emoji. Try it out.

SHARE A TEAM MESSAGE ON THE BUZZ

You can make posts directly to the Newsfeed. Do that from the input area at the top. Click the “Visible to: Everyone” dropdown to choose who sees the message.

CUSTOM REPORTING

GENERATE CUSTOM WEB-BASED, XLS AND PDF REPORTS

In both the quarterly objectives and weekly updates view, you can generate custom reports. To do so, click the Filter tab in the top part of the report while in the company, department, or team views.

PRODUCTIVITY ADD-ONS

TRY OUT OUR MOBILE APPS ON IOS, ANDROID, AND WINDOWS MOBILE

<https://weekdone.com/mobile/> Install the mobile version on your phone and tablet to access Weekdone on the go.

INSTALL THE BROWSER ADD-ON FOR CHROME OR FIREFOX

<https://weekdone.com/browsers> Nifty browser plug-ins allow you to open a mini-version of your Weekdone items.

Initial Setup and Configuration

CHOOSE A SUITABLE WEEKLY TEMPLATE

Select your weekly questions template under Template Settings page <https://weekdone.com/settings?tab=template>. You can use any of the “Pre-set templates” from the dropdown, or just keep the standard “Plans. Progress. Problems” template.

REVIEW AND EDIT WEEKLY CATEGORY HEADINGS

You can rename any category heading on the template settings page.

ADD CUSTOM QUESTIONS AND CATEGORIES

Add custom questions and categories as needed. Use the “Add a new field” button for that.

TUNE THE HAPPINESS / WEEKLY JOB SATISFACTION 5-POINT RATING TEXT

One of the form fields in template settings is Happiness - the Weekly job satisfaction. It's the 5-star weekly rating each of your users will be asked to click. Decide what you want to call it. The average score will be shown on dashboard.

ADD MORE 5-POINT RATING QUESTIONS

If needed, you can add additional rating categories to the weekly updates.

SCHEDULE A REPORT REMINDER AND DEADLINE

Check the Schedule Settings page <https://weekdone.com/settings?tab=schedule> to adjust your report deadline. This is the time when the report gets compiled and sent out to you and team members. You can set a reminder notification for when reports are due. Make sure the timezone is correct.

CREATE TEAMS AND RENAME THE DEFAULT TEAM

The People and Teams Settings <https://weekdone.com/settings?tab=teams> page is where you can create teams, manage departments, and invite people to them. There is always one predefined team called Default Team - rename it. Use the "Add team" button to add more. You'll use "Invite people by e-mail" once you're ready to e-mail your team to join.

CONFIGURE TEAM PRIVACY SETTINGS

Use the "Reports visible to" dropdown on the People and Teams settings page to choose who can see submitted information. 90% of users leave it visible to everyone in the company . This encourages collaboration and the free flow of information.

CONFIGURE THE OBJECTIVES AND KEY RESULTS SETTINGS

Choose which out of the company, department, team, and personal OKRs you want to enable. Set your quarter start date. Then configure who can add and edit each level's OKRs.

CONFIGURE REWARDS AND INCENTIVES

Rewards cards encourage people to use Weekdone and to perform certain actions. It's up to you to define your expectations for weekly activity levels on the Rewards Settings page <https://weekdone.com/settings?tab=rewards>

ADD A TEAM LOGO AND DESIGN ACCENT COLOR

You can change the user interface accent color and add a small logo on the Design Settings page <https://weekdone.com/settings?tab=design>

End-user Education and Roll-out

INFORM YOUR TEAM ABOUT YOUR DECISION TO USE WEEKDONE AND EXPLAIN WHAT IT IS

At this stage, you are all set to introduce Weekdone to your team members. We suggest having a team meeting to tell them about Weekdone. That's the best way to answer any questions and concerns and get immediate buy-in.

EXPLAIN WHY YOU DECIDED TO USE WEEKDONE AND THE LEADERSHIP BENEFITS

Describe how Weekdone is beneficial for leaders and management and why you believe it's needed.

EXPLAIN THE TEAM AND EMPLOYEE BENEFITS

Most importantly, tell how and why Weekdone helps your team members to do their job better. Remember the benefits you wrote down at the beginning of this checklist.

GET COMMITMENT AND BUY-IN FROM EVERYONE TO USE IT ACTIVELY FOR 2 WEEKS

Now get everyone to agree to test out Weekdone for two weeks. Say it's important for everyone to take part in the test and that you will evaluate the results after 2 weeks all together. Make sure you get a positive buy-in from each employee.

INVITE YOUR TEAM MEMBERS

Send out the invites for people to join Weekdone only in this step, not before. Use the People & Teams Settings page to add them to the correct teams.

SET UP A LIVE WEEKDONE TRAINING WEBINAR FOR YOUR TEAM

Agree on a time with Weekdone's customer success team to explain Weekdone to your whole team via a video call based webinar.

SECURE EXECUTIVE SPONSORSHIP

If you have leaders above you or working with you, tell them about Weekdone's benefits and your decision to try it. Have them test it out with you as. The larger the trial inside the company, the better it usually goes. Cross-team and cross-department communication is a great use case for Weekdone.

Week One

SET A GOOD EXAMPLE AS A LEADER BY USING IT DAILY YOURSELF

Don't expect the information to just flow in from your team members on its own. Be a positive example. Be the first to enter data into your Weekdone form. Add your own objectives and key results and mark their progress weekly.

KEEP AN EYE ON PEOPLE NOT USING IT

Make sure 100% of your people start using Weekdone from day one. Remind them one on one if you see someone who's not doing that.

CHECK THE BUZZ NEWSFEED DAILY

The Newsfeed is a great way to keep updated with your team's happenings. Check it daily. The mobile and tablet apps are great for that. You can also set up daily Buzz updates to be sent to your email under personal notifications settings.

COMMENT AND LIKE OTHER'S ITEMS

Communication must be two-way. Give feedback to people via comments, questions, and encouragement. Like items and use emojis if you want to give positive feedback quickly.

GIVE WEEKLY REVIEWS TO EACH EMPLOYEE

As the first week passes, give an online weekly review to each person, even if it's just one positive sentence. Employees value the feedback, and it encourages them to use Weekdone much more actively.

USE @NAME IN ITEMS TO MENTION AND NOTIFY CO-WORKERS

Don't forget to mention co-workers in your items and comments related to them via @name mentions.

TRY USING #HASHTAGS AND THE REPORT BY TAGS VIEW

Utilize hashtags to group projects, tasks, accounts, or anything you like together. Click on or search for a hashtag to pull up your various tagged tasks in an organized view.

LINK WEEKLY ITEMS TO QUARTERLY OBJECTIVES

You'll find the Link Objective action in the item's 3-dot menu. Ideally all weekly items should contribute to quarterly objectives. Use that to make sure as many as possible of your weekly items connect to OKRs.

Week Two

ANALYZE THE FIRST WEEKLY REPORT YOU GET AND COME UP WITH IDEAS FOR IMPROVEMENT

As soon as you get your first report, see if it matches your set expectations. Quite often each person has used it a bit differently, so find the best examples and think how to guide others towards the desired usage.

HAVE A WEEKLY TEAM MEETING TO DISCUSS HOW THE USAGE IS GOING

Review a Weekdone report submitted before your weekly meeting to make your meetings more organized and wise. Discuss how you could use Weekdone better: should people word items differently, use longer or shorter text, or input more or fewer items?

HAVE A FOLLOW-UP CALL WITH OUR TEAM FOR FEEDBACK AND Q&A

After the first week of your Weekdone trial has passed, schedule a follow-up call with our customer success team to get feedback, learn new tips and tricks, and have your questions answered. We also appreciate product improvement ideas from you.

REMIND PASSIVE USERS

Every now and then someone forgets to do their updates. Give them a friendly reminder. It's important everyone motivated to use Weekdone.

SUBSCRIBE FOR THE PAID VERSION AT [HTTPS://WEEKDONE.COM/PRICES](https://weekdone.com/prices)

Before your 2-week trial expires, subscribe for a paid package to continue benefitting from the increased productivity and internal communication.

Involve Other Leaders and Managers

FORWARD AN EXAMPLE TEAM REPORT TO OTHER LEADERS

As you use Weekdone, introduce it to other leaders both in and outside your company. Show them the resulting reports or give them a glance on your Weekdone mobile app.

ADD OTHER MANAGERS AS WEEKDONE USERS

As a company admin, you can always add more teams and departments. Invite other leaders to join your Weekdone and get the whole company on track. The more, the merrier.

Best Practices

Weekly Planning and Tracking

HAVE A MAXIMUM OF 5-7 ITEMS PER CATEGORY.

CHECK AND UPDATE YOUR PLANS AND PROGRESS EACH MORNING AND AFTERNOON.

REFLECT ON YOUR WEEK EACH FRIDAY AFTERNOON.

ALWAYS HAVE YOUR NEXT WEEK PLANNED BY THE END OF FRIDAY.

WORD THE ITEMS FOR OTHERS TO UNDERSTAND.

ADD INSIGHTS AND COMMENTARY FOR YOUR CO-WORKERS AND LEADERS.

CHECK OTHERS' ITEMS IN NEWSFEED AND GIVE POSITIVE ENCOURAGEMENT AND PRAISE.

SAY NO TO NON-OKR RELATED TASKS AS MUCH AS POSSIBLE,.

Objectives and Key Results

HAVE A MAXIMUM OF 3-5 OBJECTIVES ON ANY LEVEL, NOT MORE.

HAVE A MAXIMUM OF 3-5 KEY RESULTS UNDER EACH OBJECTIVE, NOT MORE.

MAKE SURE ALL KEY RESULTS ARE OBJECTIVELY MEASURABLE AND NUMERIC.

UPDATE KEY RESULT PROGRESS WEEKLY.

CHECK-IN VIA COMMENTS WHENEVER YOU DO A KEY RESULT PROGRESS INCREASE.

LINK ALL WEEKLY ITEMS TO QUARTERLY OBJECTIVES.

REFLECT ON YOUR OWN, TEAM, AND COMPANY OKRS A FEW TIMES PER MONTH.

USE A WRITING STYLE THAT OTHERS - NOT JUST YOU - UNDERSTAND.

THINK BIG, SET GOALS THAT MATTER, ARE IMPACTFUL, AND CHALLENGING.

Personalized Onboarding

Remember, we're always here for you. Feel free to reach out to us when you have a question, need something explained, or just want some advice on how others have successfully implemented Weekdone in their companies.

We are always happy to work with you and get your team up and running with Weekdone. Working with us will get your team successfully using Weekdone even faster, so take the opportunity to engage with us right when you get started.

PERSONALIZED DEMO & FREE TRAINING CALL

Start your trail with a personalized online demo & free training. We will guide you through the product and show you how to customize your account. We gladly provide additional demos and team trainings for your team.

REGULAR CHECK-UPS

During the first few weeks, have a call or chat with our customer success people at least weekly. These are great for having an outside look at your initial usage, guide you, around roadblocks, and share our experience and case studies from other companies.

Feel free to e-mail our team at hello@weekdone.com or start a live online chat from the lower right corner tab inside the service.

You can also always directly contact our CEO and Co-Founder, Jüri Kaljundi, at jk@weekdone.com with any questions or product improvement suggestions.

We want you and your team to reach the highest potential. Let's get there together.

Hope to hear from you soon! Enjoy Weekdone!

Additional Reading and Helpful Materials

FULL WEEKDONE FAQ AND HELP MATERIALS

<https://weekdone.supporthero.io/>

VIDEOS

<https://www.youtube.com/user/weekdone/videos>

CUSTOMER CASE STUDIES

<https://weekdone.com/case-studies>

E-BOOKS

<https://weekdone.com/ebook>

BLOG

<https://blog.weekdone.com/>

WEEKDONE ACADEMY STATUS REPORTING BEST PRACTICES KNOWLEDGE BANK

<https://weekdone.com/resources/>

REGULAR LEADERSHIP ACADEMY NEWSLETTER

<https://weekdone.com/newsletter>

SLIDES & PRESENTATIONS

<http://www.slideshare.net/weekdone/presentations>

OBJECTIVES AND KEY RESULTS (OKR) METHODOLOGY

<https://weekdone.com/resources/objectives-key-results>

PROGRESS, PLANS, PROBLEMS (PPP) METHODOLOGY

<https://weekdone.com/resources/plans-progress-problems>