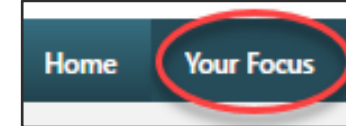


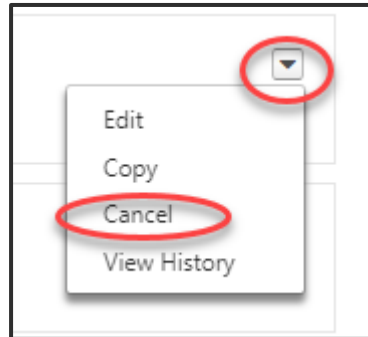
How to Guides

Cancel a Goal

Step 1: Click the 'Your Goals' icon on the Focus homepage or the 'Your Goals' tab under the 'Your Focus' tab.



Step 2: Click the drop down arrow next to the goal you would like to cancel.



Step 3: Press the cancel button and confirm cancellation.

Note: The cancellation will be sent to your manager for approval. It will remain in your goals until your Manager has approved the cancellation.

