

How to Guides - Manager

Assign 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 'Create'

Step 3: Enter the two mandatory and one optional field below:

1. Enter a goal statement
2. Enter measures
3. Enter a weight (optional)

Note: Goal dates are the current financial/performance year

Step 4: Select 'Your Team'. Select the box next to the relevant team member(s). Click 'Submit'.

Note: This will take a few minutes to populate.

The screenshot shows the 'My Goals' interface. At the top, there are two tabs: 'Your Goals' (highlighted with a red circle) and 'Your Focus'. Below the tabs, there is a 'Home' button and a 'Your Focus' button. On the right side, there is a 'Create' button (highlighted with a red circle) and an 'Options' dropdown menu. The main form area is titled 'My Goals'. It contains several fields: 'Goal Statement *' (highlighted with a red circle), 'Measures *' (highlighted with a red circle), 'Start date *' (highlighted with a red circle), 'End Date *' (highlighted with a red circle), and 'Weight *' (highlighted with a red circle). Below these fields, there is a section titled 'Examples of your work (if you want to add any)' with a 'Choose File' button. At the bottom, there is an 'Assignment *' section with a radio button for 'Your team' (highlighted with a red circle) and a list of team members with checkboxes. The first team member, 'George Chavez', is selected (checkbox highlighted with a red circle).