

How to Guides

Create 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' on the top right of the page

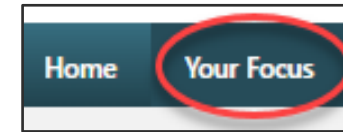
Step 3: Enter the two mandatory and two optional fields below:

1. Enter a goal statement
2. Enter measures
3. Enter a weight (optional)
4. Attach supporting documentation (optional)

Note: Goal dates are the current financial/performance year

Step 4: Click 'Submit'.

Step 5: Click 'Send an Approval Request' to request approval.



My Goals

Create

Options ▼

Goal Statement *

Enter goal statement here

Measures *

B I U S Ix

Enter measures here

Start date *

01/07/2018

End Date *

30/06/2019

Weight *

25

Examples of your work (if you want to add any)

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Assignment *

Select who this goal is being assigned to.

* It's always good to have a chat before assigning goals in the system.

☒ Yourself

Cancel

Save as Draft

Submit