

How to Guides - Manager

Forward a goal from a previous year

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 and select 'Previous Period'. Then click Search.

Step 3: Click the drop down across from the goal you want to forward and then click 'Advance'.

Step 4: Check the goal details are correct and then click 'Submit'. The new goal will take a few minutes to populate.

Step 5: Check the goal details are correct. Then, under 'Assignment', select 'Your Team' and then tick the box next to the relevant team members. Then click 'Submit'. The new goal will take a few minutes to populate.

Note: If you want to forward another goal, please start from Step 2.

My Goals

Current Period ▼ 01/07/2018 30/06/2019 Search

✓ Current Period
Previous Period
Last 30 Days
Last 60 Days
Next 30 Days
Next 60 Days

Completed

Edit
Cancel
Advance
View History

Assignment *
Select who this goal is being assigned to.
* It's always good to have a chat before assigning goals in the system.

☐ Yourself ☒ Your team

	Name	Title	Direct and indirect reports
☐	George Chavez		
☐	Kim Keep		
☒	Isabelle King		