

How to Guides

My Manager can't see my goals

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

Step 2: Click on the drop down next to the goal and click 'Edit'

Step 3: Scroll to the bottom of the page & click 'Submit'

Step 4: Click 'Send approval request' to request your manager's approval

Note: Only approved goals will filter through to your reviews

