**Keep in mind**

- All goals you set in Workday will route to your manager for approval.
- Both your manager and your manager's manager will be able to view all of your goals.
- Your goals will be included in your annual performance review in Workday.
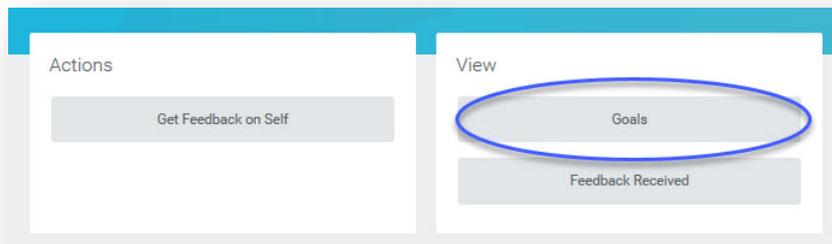
Information Needed

- A name for your goal
- A brief description of your goal
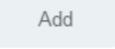
Adding A Goal

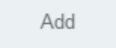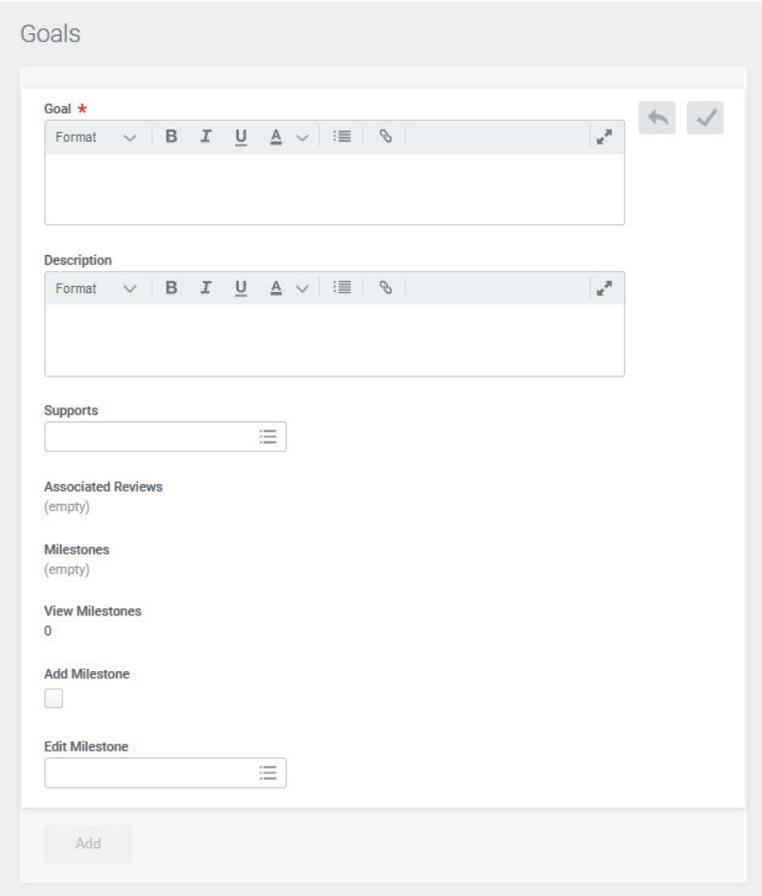**1.** From your Workday home page, click on the Performance worklet.
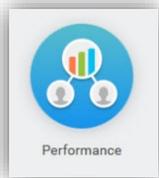
2. Under **View** on the right-hand side of the screen, click on the button that says **Goals**.

3. Under the **Individual Goals** tab on the next page, you will see all of your existing goals. To add a new goal, click the **Add** button [Add] .

4. On the **Edit Goals** page, click the **Add** button [Add] again to enter a goal.

5. Under **Goal**, enter a short sentence or phrase that summarizes your goal.

6. Under **Description**, enter one or two sentences about your goal.

7. If you would like to tie your individual goal to one of your organization's goals, please select the appropriate organizational goal in the **Supports** field. Please note, not all organizations will have goals available. If there are no fields to select, skip this step.
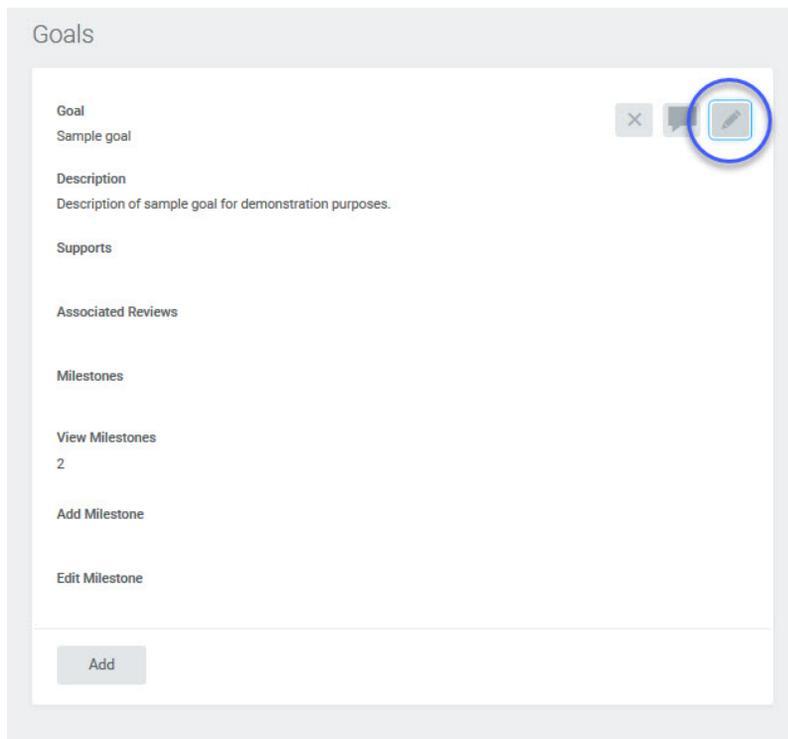
8. **Milestones** are concrete accomplishments that contribute to your goal. In order to add a milestone, check the **Add Milestone** check box and enter a name, due date, and status for the milestone.

9. You can add multiple milestones by clicking outside the **Goals** box once you are finished, then clicking on **Add Milestone** again.

10. When you are finished, click the green **Submit** button [Submit] in the lower left-hand corner of the screen. Your goal will route to your manager for approval.

Editing Goals

1. From your Workday home page, click on the Performance worklet.

2. Under **View** on the right-hand side of the screen, click on the button that says **Goals**.

3. Under the **Individual Goals** tab, you will see all of your existing goals. To edit a goal, click on the **Edit** button above the goal you want to change.

4. On the **Edit Goals** screen, click on the **Edit** icon [pencil icon] to edit your goal.

5. You can edit the **Goal**, **Description**, and **Supports** fields by clicking on them.

6. If you would like to view existing milestones, click on the number underneath **View Milestones**.

7. To add a milestone, check the **Add Milestone** check box and enter a name, due date, and status for the milestone. You can add multiple milestones by clicking outside the **Goals** box once you are finished, then clicking on **Add Milestone** again.

8. To edit or delete a milestone, select the milestone in the **Edit Milestone** field. This will allow you to change the milestone's name, due date, or status, or select the **Delete Milestone** check box.

9. When you are finished, click the green **Submit** button [Submit button] in the lower left-hand corner of the screen. Your goal will route to your manager for approval.