

# Set Goals

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The Goal Setting tool allows users to create Short-Term and Long-Term Goals.

Goals can be edited and changed as needed.

1. From the **My Tracker** drop-down menu, select **Goal Setting**.
2. Select **+Short-term goal** or **+Long-term goal**.
3. Give your goal a name and provide a description.
4. Check the SMART boxes as appropriate.  
As you select a SMART checkbox, the letters on your goal will change color to visually represent each of the acronym's components.
5. Select the "i" info button to read a goal.
6. Select the edit button to edit a goal.
7. Select the trash icon to delete a goal.