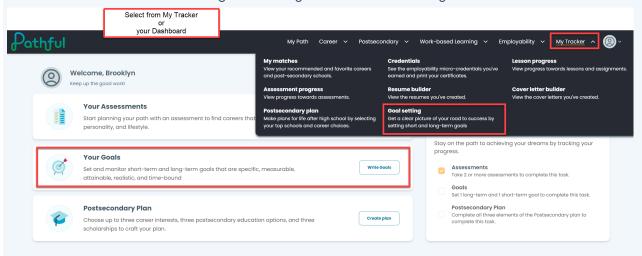
Set Goals

Last Modified on 10/24/2024 9:14 am EDT

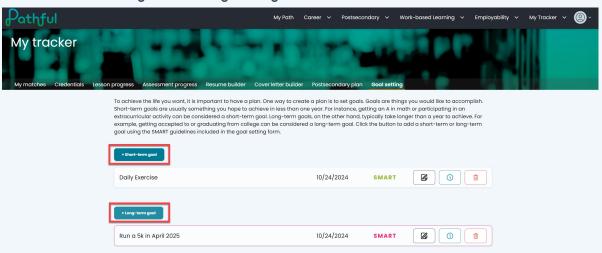
The Goal Setting tool allows users to create Short-Term and Long-Term Goals.

Goals can be edited and changed as needed.

You can access the Goal Setting tool from your Dashboard or My Tracker.



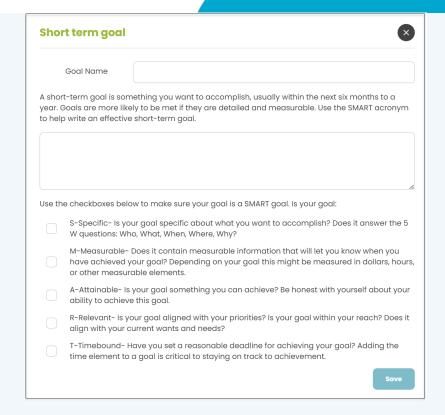
- 1. From the My Tracker drop-down menu, select Goal Setting.
- 2. Select +Short-term goal or +Long-term goal.



- 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 you

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.

