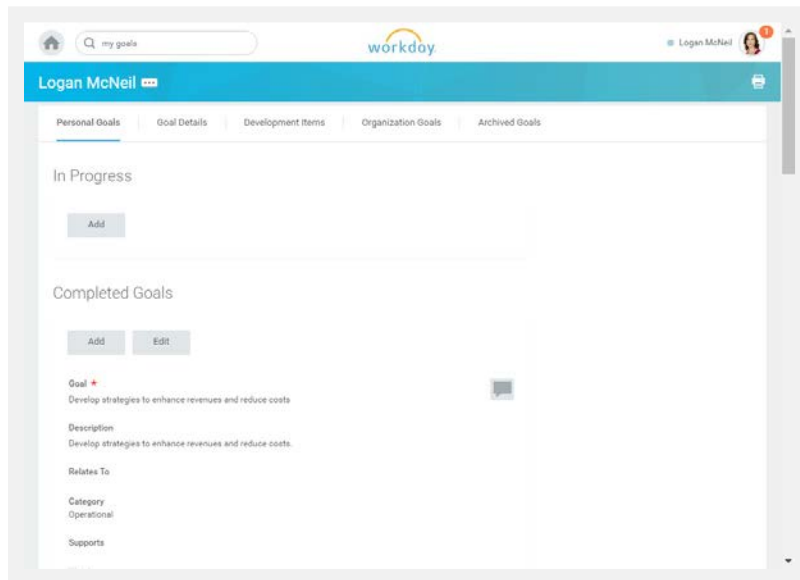


### Add a Personal Goal

Personal goals are created to evaluate and track progress against objectives.

1. Navigate to the **My Goals** report.
2. Under the Completed Goals section, click **Edit**.



Note: You can click the Goal Details tab to review your existing goals and their statuses.

3. Scroll to the bottom and click **Add**.
4. Enter a Title and Description for the goal.
5. Select an appropriate Category for the goal.

6. (Optional) Link this goal to an organizational one by selecting the organizational goal in the Supports field.
7. Enter a Due Date for the goal.
8. (Optional) Add a Status to the goal to indicate the level of completion.

A screenshot of the 'Add Goal' form in Workday. The form includes fields for: 'Goal' (with a red asterisk), 'Description', 'Category' (dropdown), 'Supports' (dropdown), 'Weight' (input field with '0'), 'Due Date' (calendar icon), 'Associated Reviews' (empty), and 'Status' (dropdown with 'select one'). At the bottom are 'Submit', 'Save for Later', and 'Cancel' buttons.

9. Click **Submit**.
10. Click **Done**.



Note: Once you add a goal, your manager may need to approve it. You cannot edit a goal while it is awaiting approval.