## How to enter Goals and add Progress Notes in AsuccessfulU





Click Add New on the right side of your Goal Plan. From here, you can create a new goal, use the goal wizard to guide you or copy goals from previous years.	Goals - Goal Plan Help & Tutorials	A Q Jam - 2016-17 Goals -	Add New  Display  Create a New Goal Add goal allows you to make up your own goal and assign any metrics you want Goal Wizard The goal Wizard will guide you through creating a SMART goal. Copy From Other Goal Plan Copy From Other Goal Plan Copy From Other Goal Plan Copy from another goal plan allows you to copy a goal from different goal plan into this one
	Edit Goal		
	Edit your goal below.		-
	* Goal:	Provide team and system support for PMP review project and system projects (Role Permissions)	Based
Enter or update your goals in this window. You can also enter	Tracking Sources:	spell check.	legal scan
Progress	Strategic Goal:	T	
Notes to	Enabling Goal:	Ψ	
capture your	Start Date:	08/01/2016	
your goals.	Due Date:	12/31/2017	
Do not forget	Status:	On Track	
to save your	Progress Notes:	spell check. Compiled survey data	legal scan
cnanges!	Actions to Achieve Goal: Save as New	Recorded notes from design session Tested RBP + Add Actions to Achieve Goal Cancel	Save Changes





Please email <u>AsuccessfulU@american.edu</u> with any questions.

