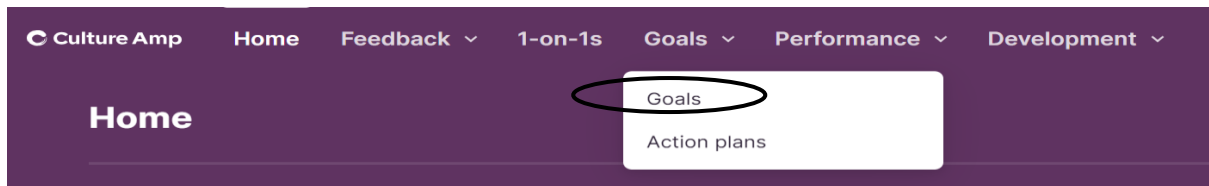
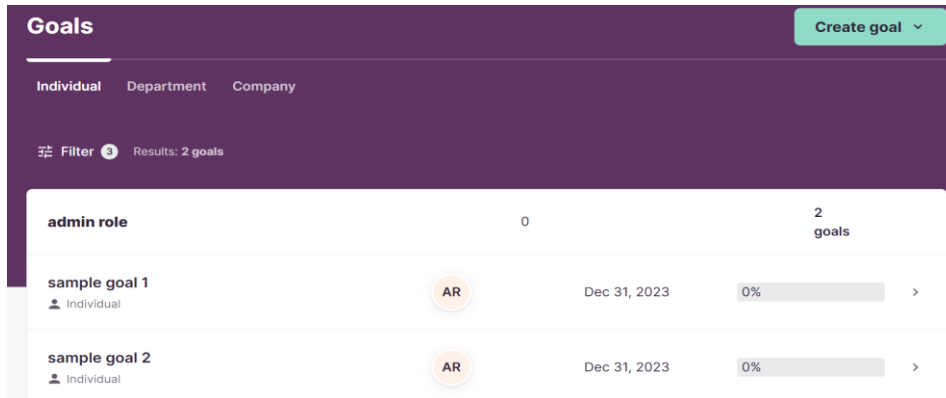


How do I check if I have already aligned my goals to a strategic priority?

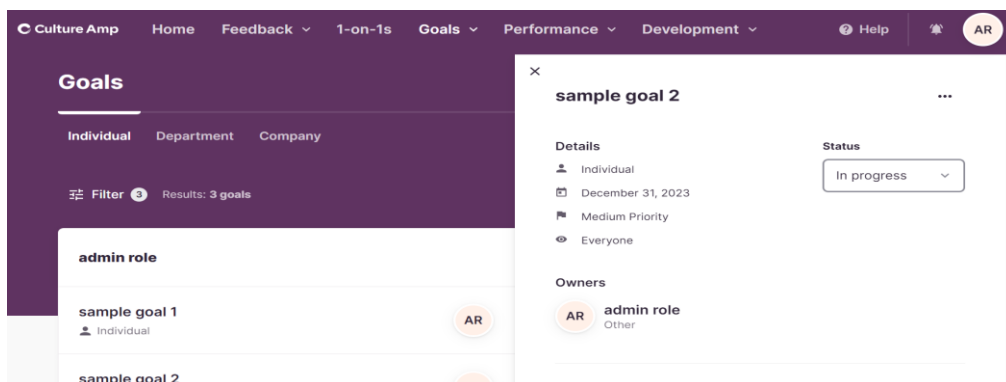
You can check if your goals are aligned with a strategic priority by clicking on goals on the toolbar.



This will open a page displaying all your goals -



Click on an individual goal and the goal details will be displayed on the right-hand side box in the white box.



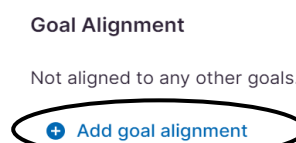
Scroll down to goal alignment at the bottom of the box and your goal will either display alignment to a priority or show no goal alignment.

Example -

This goal is aligned to a priority



This goal is not aligned to a priority



If your goal is not aligned you can click on the Add goal alignment button to select the appropriate strategic direction to align the goal with and click the blue update button.

Editing your goal

If you would like to edit your goal alignment or edit anything else in your goal, click on the three dots

At the top of the goal box are 3 dots, click on the dots to bring up the option to edit your goal.

sample goal 1

Details

Individual
December 31, 2023
Medium Priority
Everyone

...

Click here to edit/copy or delete your goal

Edit goal
Copy goal
Delete goal

Your goal will open in a full screen once you have opened it for editing. You can now make the required changes and ensure you click on the blue update button at the bottom of the screen.