

# Creating a Goal

- Open Totara via the Gateway.
- Click on **Develop** within the Totara menu

Upcoming Certifications

## Step 1: Click on **Goals**

Upcoming Certifications

The following certifications are due for renewal or require completing

Performance overview

Goals

Activities

Evidence bank

## Step 2: Click on **Create goal**

### Goals

Create goal

#### Your personal goals

2024 Goal 2  
Due 12/20/2024

0% Not started

...

2024 Goal  
Due 12/20/2024

10% In progress

...

**Step 2 (a):** Complete the required (\*) fields. When finished click on **Create and view**.

## Create goal



Goal \*

2024 Goal (it is sometimes helpful to assign a year)

Description

Paragraph **B** *I* U

This section is optional.

Describe how this goal is SMART: specific, measurable, achievable, relevant, and time-bound.

Measurement \*

Target

100

A measure of progress towards achieving this goal. This can be used as a percentage or target number, i.e. 100% or 100 items.

Adjust your due date

Time frame

Start

September

16

2024

Due

December

20

2024

Create and close

**Create and view**

**Step 2 (b):** Once you create your goal, you can update your progress at any time and/or edit your goal.

*Note: editing a goal may be necessary if you would like to change/update the details of the goal description. You may also want to update the due date.*

See the next below for updating the progress of your goal and editing your goal details.

**Goal**

2024 Goal

Not started

- Update progress
- Edit
- Delete

0 of 100 Target

0%

09/16/2024 - 12/20/2024

**Update progress**

Progress

10 of 100 Target

Here you can update your percentage or # of items

Status

- Not started
- In progress
- Completed
- Cancelled

You can also change the status of your goal.

**Step 2 (c):** Once your progress has been updated and saved, the status can be viewed as seen below.

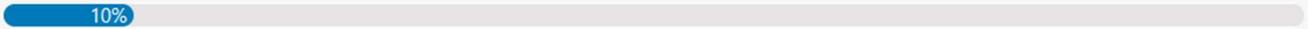


In progress



2024 Goal

10 of 100 Target



09/16/2024 - 12/20/2024

**Step 2 (d):** By choosing *Edit goal*, you can update the information provided within this area:



Goal \*

2024 Goal

Description

Paragraph **B** *I* U

Describe how this goal is SMART: specific, measurable, achievable, relevant, and time-bound.

Measurement \*

Target

100

Time frame

Start

September

16

2024

Due

December

20

2024

Cancel

Save