

# Guide to Goal Setting



Goals ▾ Benjamin Lee ▾ ? People ▾ successfactors™ An SAP Company

## 2013 Extended Goal Plan for Benjamin Lee

Switch Plan: 2013 Extended Goal Plan ▾

Use this worksheet to add or update your goals. To quickly add a new goal, click the "create a new goal button" or browse the Hierarchy section to find an existing goal to add to your plan.

2 Cascade Selected... Delete Selected 1 Goal Wizard Create a New Goal Copy From Other Goal Plan

Employee Hierarchy

Darlene Sharp Find user:  Go [Advanced search](#)

Benjamin Lee

3 Jaylynn Biersch Carolyn R. Fields Jameson Matheson Jackie O'Connor Andrea Toucas

Display Options

Aligned Up  Aligned Down  Alerts  Visibility  Last Modified  Metric  Weight  Start Date  Due Date  % Complete  Status  Sub-Goals  Milestones

Displaying 1-3 of 3 Goals

Visibility	#	Goal Name*	Metric	Weight	Start Date	Due Date	% Complete	Status	Action
	4	[Darlene Sharp] Provide quarterly reporting of inventory to appropriate managers	Quarterly inventory reports distributed	50.0%	01/01/2013	12/31/2013	10.0%	On Track	
Public	1.1	<a href="#">Provide quarterly reporting of inventory to appropriate managers</a>	Quarterly inventory reports distributed	50.0%	01/01/2013	12/31/2013	10.0%	On Track	5
		[Jackie O'Connor] Provide quarterly reporting of inventory to appropriate managers	Quarterly inventory reports distributed	50.0%	01/01/2013	12/31/2013	10.0%	On Track	

Goal Plans provides managers and employees with a work area to outline business goals and tie those goals to corporate strategy. In this guide, learn how to create, assign, and track goals across the organization.

## It's Easy

Select Goals from the drop-down navigation menu to view your Goal Plan. Goals are also displayed on the My Goals portlet on the Home page, for quick reference.

### 1 Create New Goals

Click Goal Wizard, Create a New Goal, or Copy From Other Goal Plan to add a goal to your Goal Plan.

### 2 Assign Goals

To assign goals to individuals or teams, click the goal's check box and click Cascade Selected...

### 3 View Employees' Goals

Track progress on goals by clicking the magnifying glass icon next to an employee's name or use the search field to find a specific user's Goal Plan.

### 4 View Organization Line of Sight

Click the arrows to track the goal's alignment through the organization. Click on the goal title to view the goal's details including who created and aligned the goal.

### 5 Goal Actions

Click the Action icons to perform these tasks on individual goals:

- Edit the goal's details.
- View the Goal Alignment Spotlight to track status.
- Prioritize goals on the Goal Plan.
- Create a calendar reminder for the goal's due date.