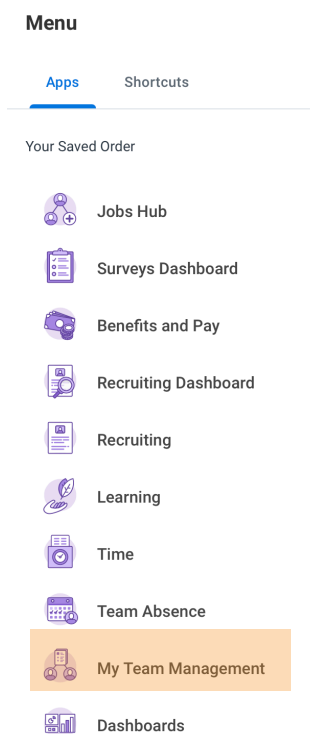# Updating Goals in Workday

Just like the Annual Review, Goal Setting is a **collaborative** process. It is important that both managers and team members keep the progress of goals - along with adding details about that progress - until the goal has been completed.
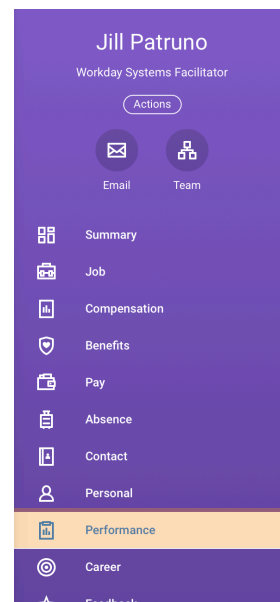
1. Open the **Menu** to display your apps and choose **My Team Management**.
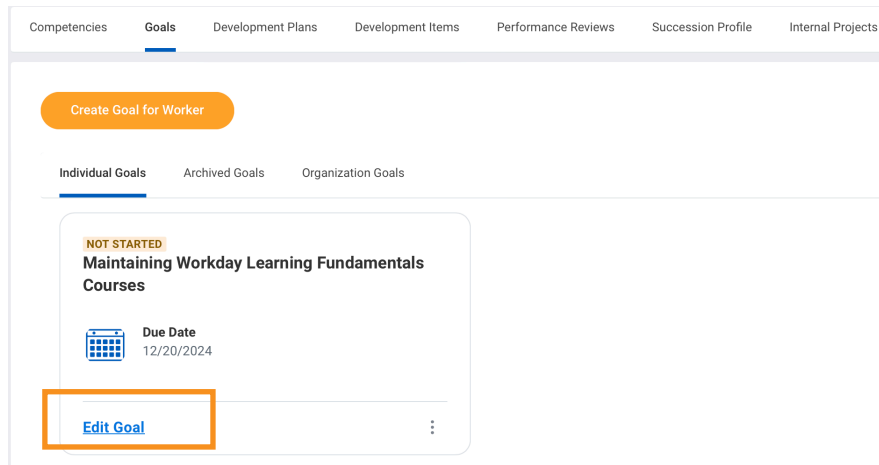

2. Choose the team member from the My Team widget.
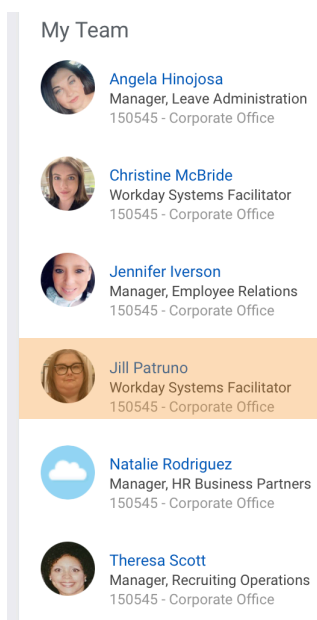
3. Using the sidebar, choose **Performance.**

4. Choose the **Goals** tab from the selection across the top.

5. Click the blue **Edit Goal** text under the applicable goal.

6. Choose the **Goal Details** tab from the selection across the top.

7. Use the drop down menu in the **Status** field to update the progress of the goal.

8. In the **Activity** section at the bottom you can add feedback for the team member.

| Goal Details | Additional Details | History |

Goal *
Format ∨ | **B** *I* U A ∨ | ≡ ∥ ⟋ | ⤢

Maintaining Workday Learning Fundamentals Courses

Description
Format ∨ | **B** *I* U A ∨ | ≡ ∥ ⟋ | ⤢

During the Workday Governance Committee Meeting every-other Friday, I will review any changes or updates to the Workday processes used by Goodwill Managers and update the related courses by the following Friday.

Status — Not Started ▾

| Not Started ▾ |
| select one |
| Not Applicable |
| **Not Started** |
| Partially Complete |
| Successfully Complete |

Category

Due Date

enter you

Activity (1)

Type "@" to tag someone. | Post

Note: It is recommended that you also show your team members the Activity field so they can also enter comments and updates on what they've done toward meeting this goal. This will be helpful for both managers and team members when Annual Review time comes.

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9. Choose the **Additional Details** tab from the selection across the top.

10. Scroll to see existing comments or add new ones.

11. Click the orange **Submit** button when you're finished.

| Goal Details | Additional Details | History |

Associated Reviews   (empty)

enter your comment

Activity (1)

Type "@" to tag someone. | Post

Jessica Rhoades   0 seconds ago
Great goal!   🗑

Submit