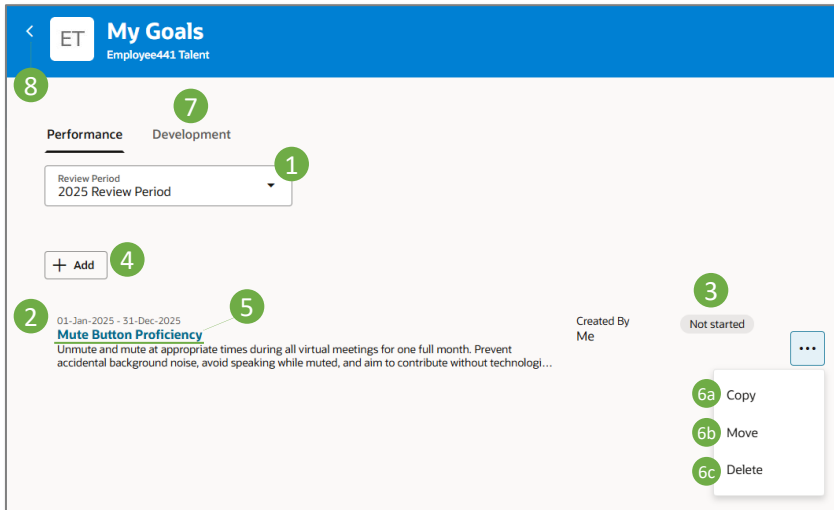


# Performance Goal Plan: Quick Reference Guide

There are multiple actions available on the Performance Goal Plan page explained below. For managers, the action options may be different if you are viewing your own Goal Plan or an employee's Goal Plan.



The screenshot shows the 'My Goals' page for 'Employee441 Talent'. It features a blue header with a back arrow, 'ET' logo, and 'My Goals' title. Below the header, there are tabs for 'Performance' and 'Development'. A dropdown menu for 'Review Period' is set to '2025 Review Period'. An '+ Add' button is visible. A goal card for 'Mute Button Proficiency' is shown with a 'Not started' status and a 'Created By Me' label. A context menu is open over the goal card, showing options: '6a Copy', '6b Move', and '6c Delete'. A 'More' menu icon (three dots) is also present.

- 1 **Review Period:** Use drop-down arrow to select year
- 2 **Performance Goals:** Created by you or assigned from your manager
- 3 **Goal Status:** Use this field to add additional comments or updates throughout the year
- 4 **Add:** Create a new goal
- 5 **Edit:** Select an existing goal name to edit
- 6 **Actions**
  - a) Copy: Create a copy of the goal
  - b) Move: Move goal to other review period
  - c) Delete: Remove goal from plan
- 7 **Development:** View Development Goal Plan
- 8 **Go Back:** Return to Career and Performance page

*Note: All goal additions and changes are automatically updated and do not require approval. Since managers will not be notified of changes, please be sure to connect regarding relevant goal additions or updates.*