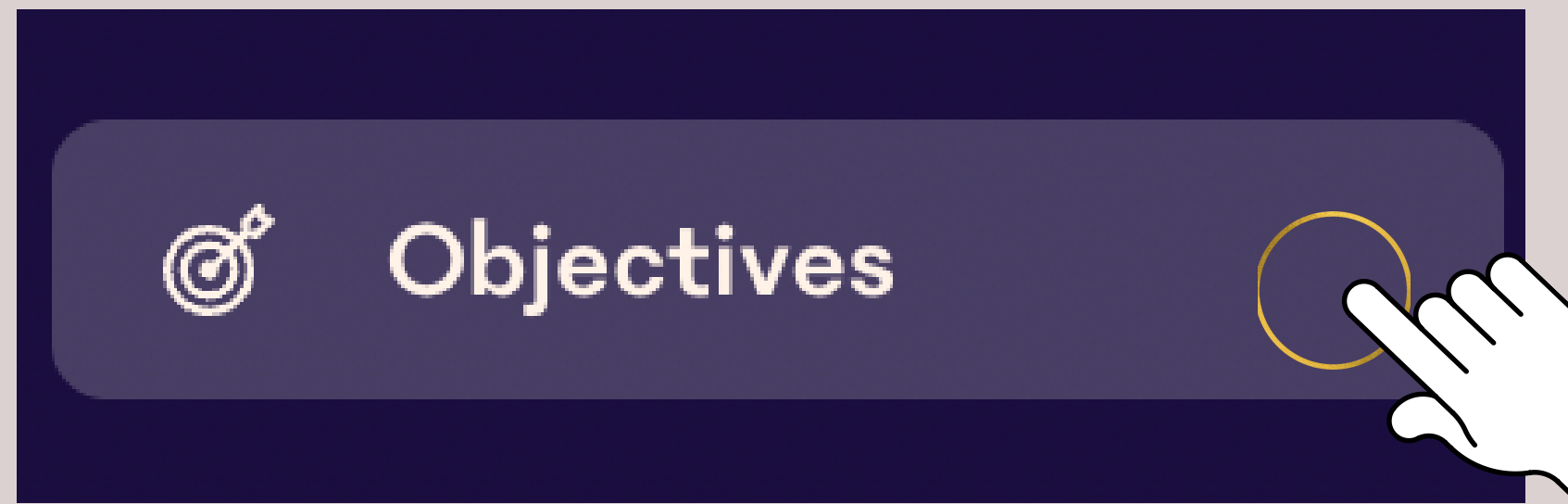


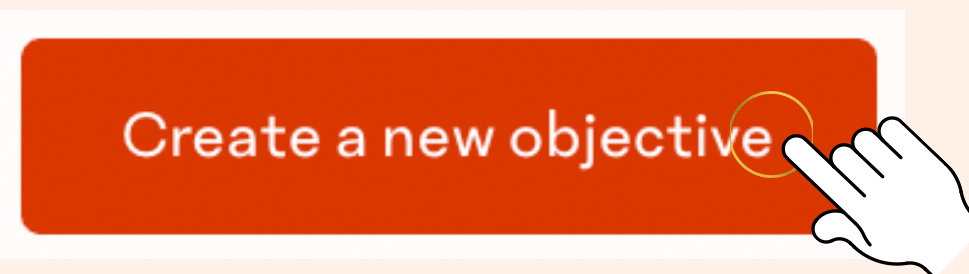
## STEP 1. Navigate

Click on objectives from the left navigation. You will land on the 'All objectives' page.



## STEP 2. Create

A. Click on the Create a new objective button.



B. Name your objective.

What is your objective?

C. Choose who the owner of the objective should be.

Who is the owner?

D. Decide who the objective is for: A person or A group.

Who is this objective for?

You can customize the types of objectives shown below. [Update your settings here.](#)

A person

A group

The whole company

Note: Only Leadership team members will have access to create goals for the whole staff.

## STEP 3. Select Type

Select the type of objective you are trying to create based on who the objective is for (self-development or individual).

Pro-tip: Create self-development objectives to push yourself to grow personally and professionally without needing to align to business goals.

Pro-tip: Create individual objectives that are demanding yet achievable. They can be separate or aligned to other objectives.

1

2

What type of objective is this?

Self-development

Individual

## STEP 4. Align w. Parent

A. If you selected "Individual" in Step 3 this option will appear.

Pro-tip: To move together in the right direction, you can align this objective with a parent objective to show a visual link between related objectives.

B. If aligned, decide whether you want the objective to impact the progress of the parent objective or not.

### Align with a parent objective (optional)

Selecting a parent objective will align your objective to the owner's objective. We recommend checking with your manager before aligning your objectives. [Learn more](#)

Select an objective

Filter by

### Is progress aligned

- This objective impacts the parent objective's progress ?
- This objective has no impact on the parent objective's progress

## STEP 5. Key Results

Create key results to measure your objective. Key results can be measured in percentage, dollar, number, or completed/not completed.

### What are your key results?



e.g. Hire new PR agency by January 31

%

\$

#

...

Start

0

Target

100

Owner: Select an owner

[Hide advanced options](#)

[Add another key result](#)

**NOTE: Make sure to give your key results a title or else your objective will not save.**

## STEP 6. Timeline

Add in the objective's start and end dates. If aligned and impacting progress, the dates must be the same as or fall within the parent objective's dates.

### When does this objective start and end?

Q4 2021

Oct 01, 2021 

Dec 31, 2021 

## STEP 7. Access

Add your privacy settings:


**NOTE:** If your objective is aligned with and affects the progress of a public objective, your objective will also have to be public. If the objective is aligned but doesn't impact progress, the visibility settings can be different.

1  Public

This objective will be visible to everyone on the staff team.

2  15Five permissions

This objective will be visible to everyone who can see the objective owner's Check-ins.

3  Specific-people

This objective will be visible to the objective owner's reviewer, and any other groups and/or individuals that are specified, but are not visible to global viewers unless they are added as one of the specific people.

Who can see this objective?

Select who can see this objective

## STEP 8. Finalize

Finish your objective by clicking the 'Create objective' button.

