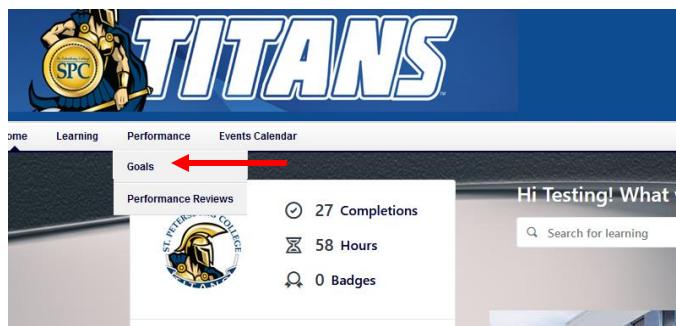


How to Track and Log Goal Progress

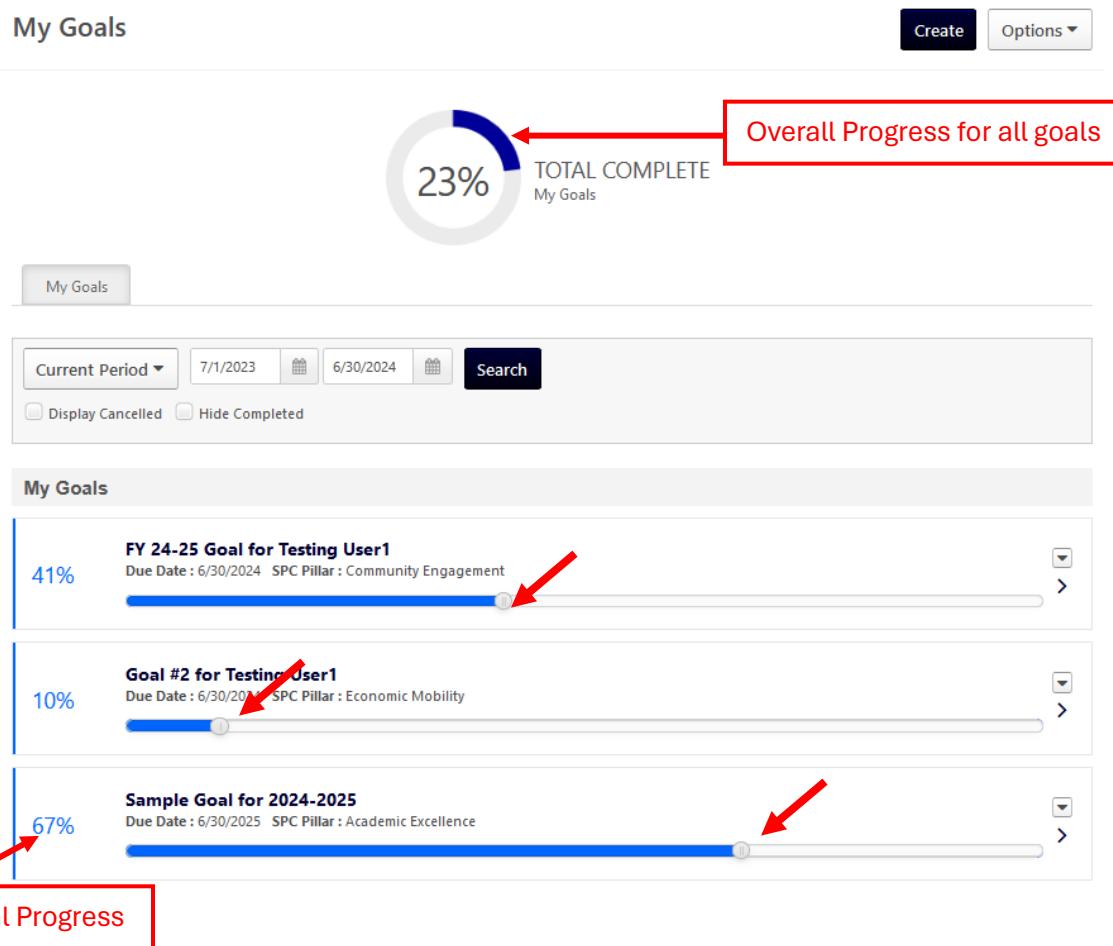
After you have submitted goal(s) and they have been approved, you can log your progress toward your goal(s) by accessing your goals page on Cornerstone.

1. From your Cornerstone homepage, go to Performance > Goals.



2. **FOR GOALS THAT DO NOT HAVE TARGETS**

On your My Goals page, under each goal you have that does not have targets, you will find a sliding scale button that can be adjusted any time you make progress toward your goal(s). When you adjust the sliding scale, your overall progress toward all of your goals will automatically update.



3. FOR GOALS THAT HAVE TARGETS

If you have entered targets into your goal, click on the goal title to expand it and view your targets. On the right side of the target, you will see a field called “Actual”. This is where you can enter the progress toward your target.

Third SMART Goal for 2023-2024
Due Date : 6/30/2024 SPC Pillar : Economic Mobility

0%

Individual Goal Progress

Description :
This is my Third goal I want to work on for 2023-2024

Start Date : 4/3/2024

Targets

Description:	Target:	Start Date :	Due Date :	Weight:	Actual:
Target 1	10.0	4/3/2024	6/30/2024	20%	0.0
Target 2	100 Hours	4/3/2024	6/30/2024	80%	0.0

To update your target progress, enter a number in the “Actual” field that corresponds to the target type you chose. For example, if the type is number of hours, such as 100, and you completed 75 hours, type “75” in the “Actual” field. If your target type is days, such as 30, and you are halfway there, type in “15”. Your goal progress will automatically be updated. If the progress does not automatically update, refresh the page.

68%
Third SMART Goal for 2023-2024
Due Date : 6/30/2024 SPC Pillar : Economic Mobility

Description :
This is my Third goal I want to work on for 2023-2024

Start Date : 4/3/2024

Targets

Description:	Target:	Start Date :	Due Date :	Weight:	Actual:
Target 1	10.0	4/3/2024	6/30/2024	20%	5.0
Target 2	100 Hours	4/3/2024	6/30/2024	70%	75.0
Target 3	30 Days	4/3/2024	6/30/2024	10%	15

When you have finished updating your targets, click “Close”.

	Description: Target 3	Target: 30 Days	Start Date : 4/3/2024	Due Date : 6/30/2024	Weight: 10%	Actual: 15
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Attachments

Choose File

Upload up to 3 attachments. Maximum upload 1MB

Comments

Add Comment

Last Saved at 9:19 AM

Close

