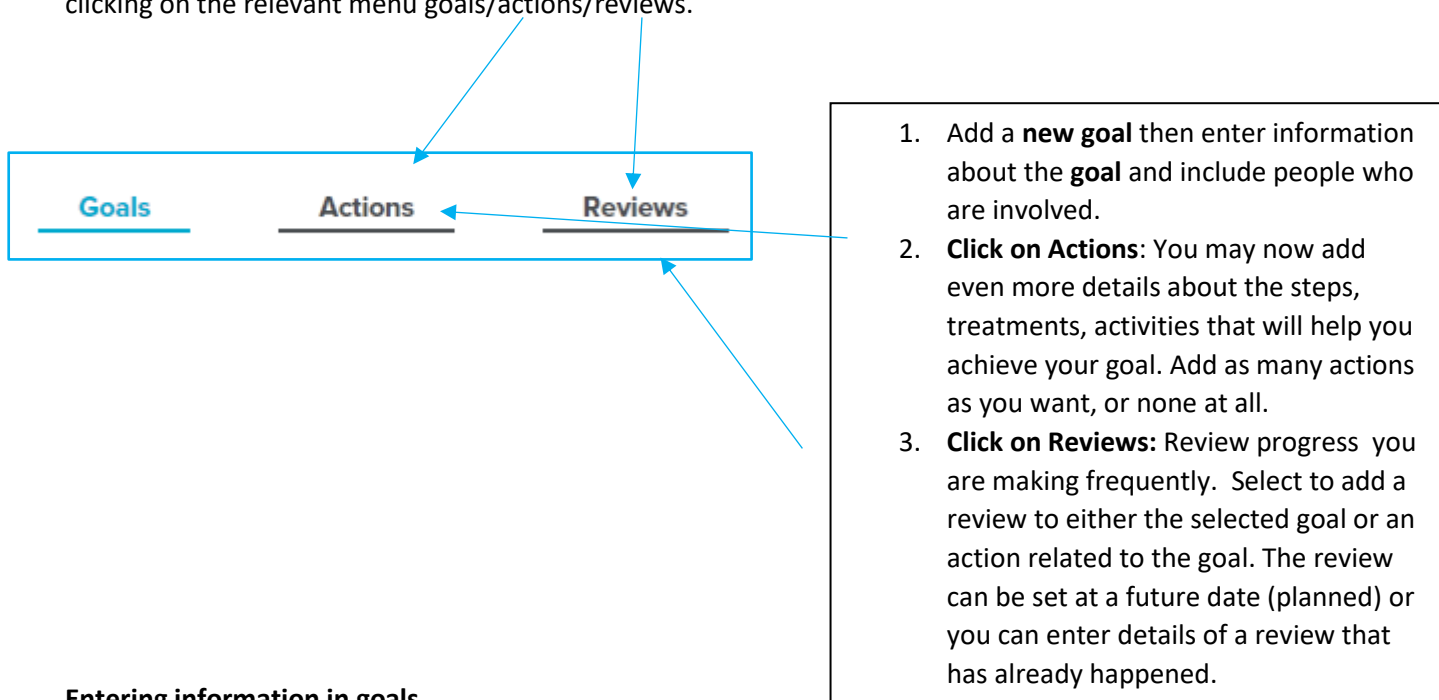


Goals-Actions-Reviews

Here you can set up and keep track of goals, the associated actions/plans and who is involved in them and track the progress via Reviews.

Some examples could include setting up all the items identified on an Education, Health and Care Plan, as goals, or learning to swim, doing a course at college, taking more exercise etc. Sharing your goals with others ensures they are well placed to help you achieve them. You can also keep track of progress by using the review section.

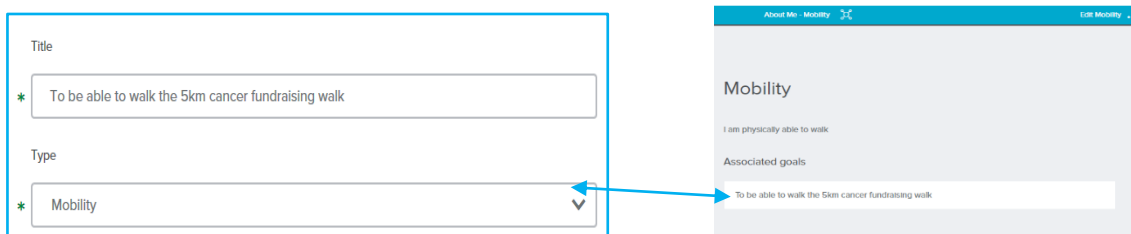
Goals you have set up will be listed on the left of the screen. Once you select a goal the details will be displayed in the main area of the screen. You can navigate between the different areas for that goal by clicking on the relevant menu goals/actions/reviews.



1. Add a **new goal** then enter information about the **goal** and include people who are involved.
2. **Click on Actions:** You may now add even more details about the steps, treatments, activities that will help you achieve your goal. Add as many actions as you want, or none at all.
3. **Click on Reviews:** Review progress you are making frequently. Select to add a review to either the selected goal or an action related to the goal. The review can be set at a future date (planned) or you can enter details of a review that has already happened.

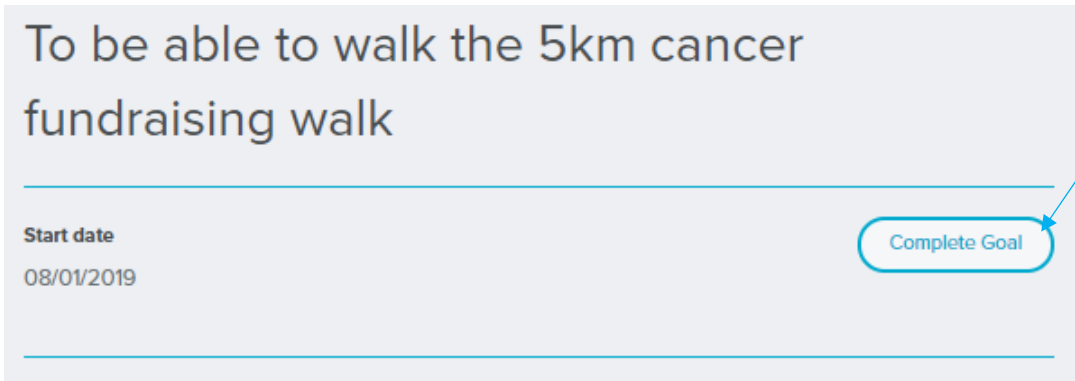
Entering information in goals

You must enter a title for the goal and select the “Type”, which is the area of your life the goal relates to. If the area is not covered in the list select “other” from the list and enter your own choice. Goals set up for areas selected from the drop down list will be displayed on the associated About Me information pages.



Marking a goal complete

Once you have completed a goal you can mark it as completed by clicking on Completed Goal. They will then be displayed in a list of completed goals, but they can be re-opened by selecting them then clicking on the re-open goal button.



Marking an action as complete

Once you have completed an action, open it and you can mark it as completed by clicking on Completed Action button. Completed actions are shown as completed and can be re-opened by clicking on them and selecting the Reopen Action button.



More help is available by clicking on the ? icon at the top of the page from within the goals and actions section of the system.