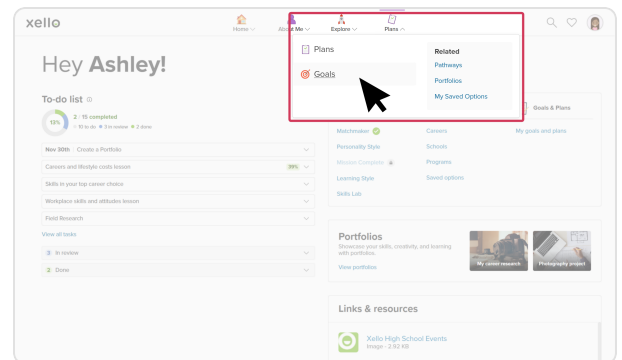


Goals in Xello

Setting goals is the first step toward achieving them! Use Xello to create and manage your goals, from planning the steps to tracking your progress.

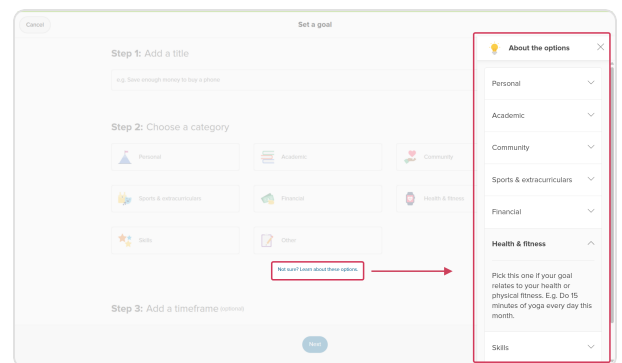
1 Access Goals in Xello

Open **Plans** and click **Goals**.



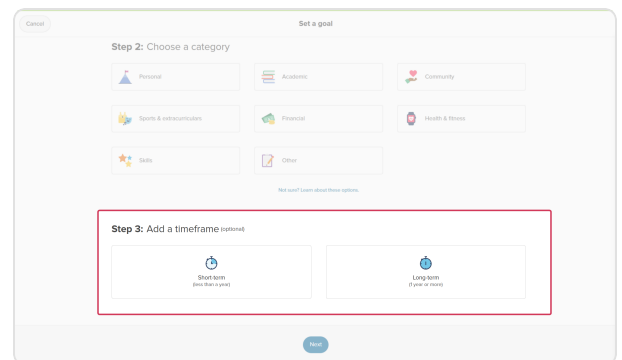
2 Name your goal

Give your goal a name and choose a category it fits into. If you're not sure which category to give your goal, check out the **Not sure? Learn about these options.** link.



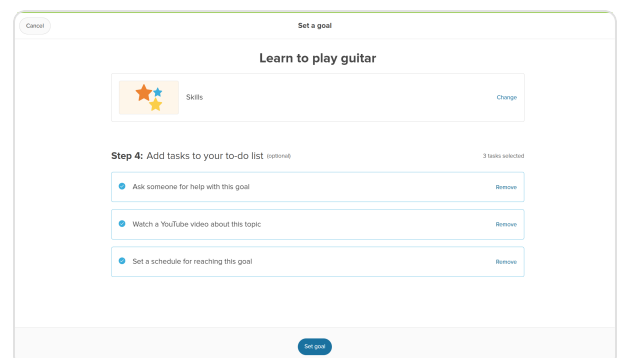
3 Set a timeframe

Goals can be short or long-term. They can be achieved within a day, a week, months, or years. Setting a timeframe can help you keep on track to achieving your goal, giving you something to work towards.



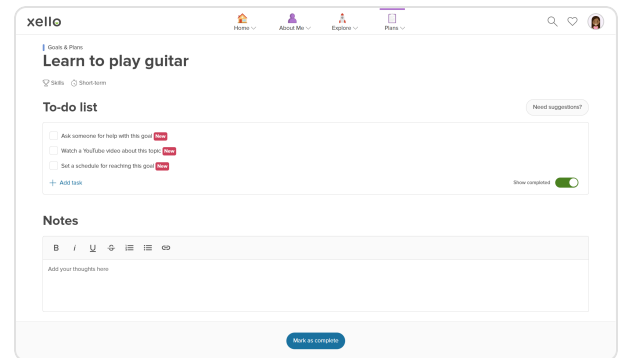
4 Add tasks

Breaking your goal down into manageable steps will give you a plan to follow and a way to easily monitor your success.



5 Review your goal

Check back in and reflect on the progress of your goal. This will help you make sure you're on the right track. This is a great opportunity to edit the goal, if you need to. You can add or remove tasks, bump up or push back the timeline, and add notes.



6 Celebrate!

Once you've achieved your goal, mark it as complete and celebrate with a confetti blast!

Be sure to take a moment to reflect on your achievement.

