

## When to Use This Guide

Use this document to guide you through adding progress comments to your individual goals (MBO).

### Adding In Progress Comments to Individual Goals (MBO)

*\*Please note that these goals comments can be seen by your management chain*

1. Click on **Talent and Performance** under “Applications” from your Workday homepage (Hint: You may have to select View All Apps at the bottom of the Your Top Apps)
2. Click the My **Goals** task under **Talent and Performance** to the right
3. Locate the individual goal for which you would like to add an In-Progress goal comment

*\*Please note that multiple year’s goals may be displayed, so please be careful when selecting the goal to edit*

4. Hover over the middle of the goal box you wish to add a comment to, and click into when the light gray bar appears
5. An Activity box will pop up
6. Type your In-Progress goal comment
7. OPTIONAL: If you type “@” Workday will prompt you to type another TSM’s name – here you can tag your manager and they will receive a notification that you tagged them in a comment
8. Click **Post**
9. Click **Submit**

## When to Use This Guide

Use this document to guide you through adding, viewing and tracking progress on Development Items.

### Adding Development Items

1. Click on **Talent and Performance** under “Applications” from your Workday homepage (Hint: You may have to select View All Apps at the bottom of the Your Top Apps)
2. Click the **Development Items** task under **Talent and Performance** to the right
3. Click **Add**
4. Enter the **Development Item** (Required)
5. Enter **Additional Information** about the Development Item
6. Enter a **Status** (Required)
7. Click the **Checkmark** in the upper right
8. If you would like to enter another Development Item, repeat steps 3 through 7

### Viewing and Tracking Progress on Your Development Items

1. Click on **Talent and Performance** under “Applications” from your Workday homepage (Hint: You may have to select View All Apps at the bottom of the Your Top Apps)
2. Click the **Development Items** task under **Talent and Performance** to the right
3. Click the **Pencil** in the upper right of the Development Item you want to track progress comments for 
4. Enter progress comments in the **Status Note**
5. Click the **Checkmark** in the upper right
6. If you would like to enter additional progress comments on another Development Item, repeat steps 3 through 6

*\*Please note:* Development items are not available on the Workday Mobile App