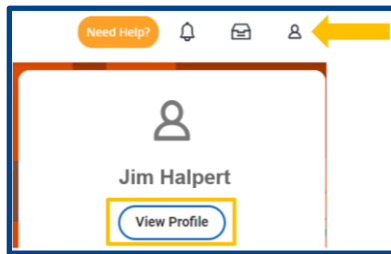


# Performance: Archive Goals

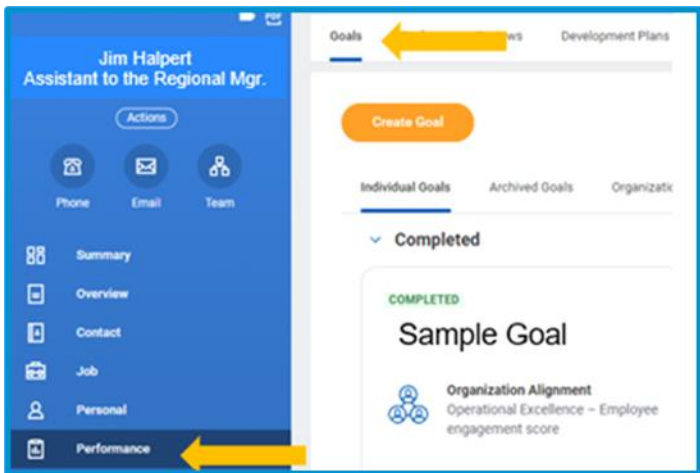
## ARCHIVE GOALS

You can archive goals no longer relevant to your current role (associated with a previous job) or from a previous year. The Archived Goals tab in Workday retains a record of these past goals.

1. Select the **Profile** icon on the top right of your screen.
2. Select **View Profile**

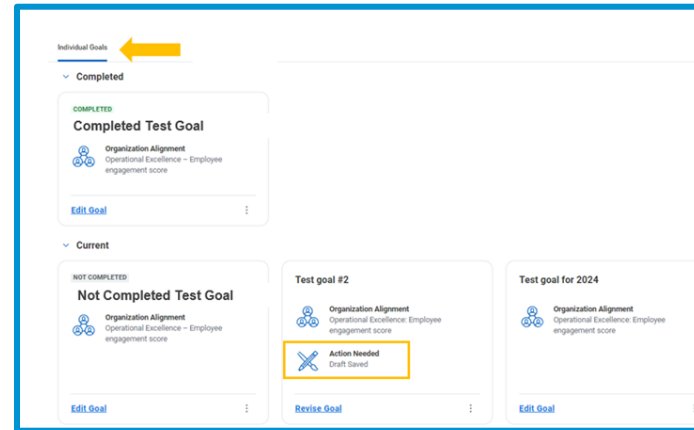


3. Select **Performance** from the blue menu on the left
4. Select **Goals** from the tab at the top.

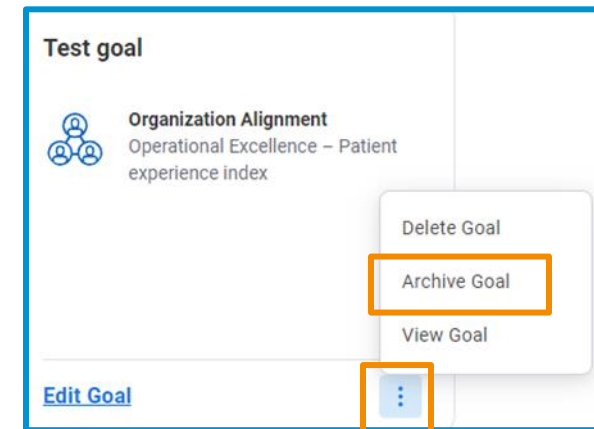


5. Select the **Individual Goals** tab to display any previously created goals displayed as tiles and categorized into two sections:

- a. **Completed** – goals with a **Status of Completed** and a corresponding **Completed On** date.
- b. **Current** – goals with a **Not Completed Status** and includes:
  - **Draft** goals that have **not been submitted** and require revision
  - Goals that **without a Status**.



6. Click the **⋮** (three dots) at the bottom of the goal you want to archive and select **Archive goal**.

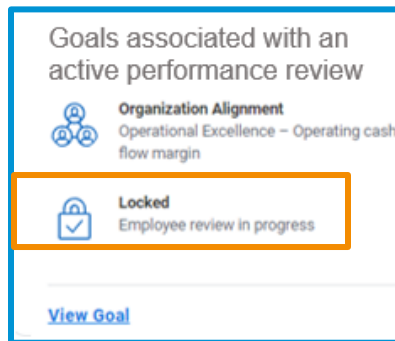


## Performance: Archive Goals

7. A pop-up message appears indicating “This goal will be archived.” Click **OK**.



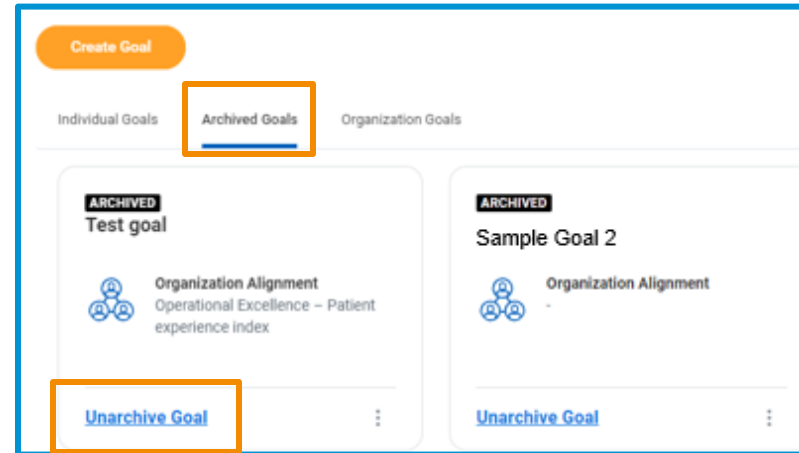
**Note:** Goals **associated with an active performance review** are **locked** and **cannot be archived**. Once the performance review is complete, you can archive these goals. You also **cannot archive draft goals** that have not been submitted (**Saved for Later**).



### RESTORE ARCHIVED GOALS

To return an archived goal to an active status:

1. Follow Steps 1-3 from the **Archive Goals** section and click on the **Archived Goals** tab.



2. Click **Unarchive Goal** for the goal you want returned to **Individual Goals** tab and made **active**.
3. A pop-up message appears indicating “This goal will be unarchived.” Click **OK**.
4. If all fields in the goal are **current and/or completed**, the goal will return to the **Individual Goals** tab.



**Note:** Goals with **inactive or missing data** will receive an error message and require revisions. Until the errors are resolved, the goal will remain as a task in your Workday inbox. To make the goal active, **add/update any required fields using current data**. Once all fields are completed and/or updated, **Submit** the goal and it will become active and located on the **Individual Goals** tab of the **Goals** page.