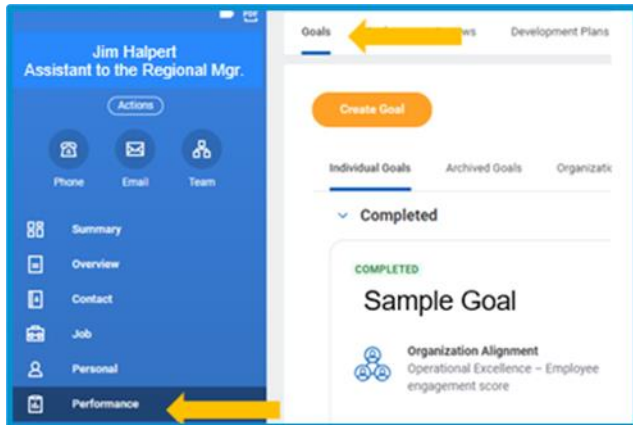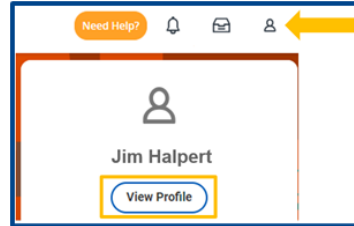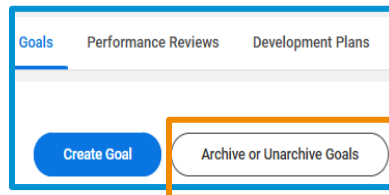# Performance: Archive Goals

ARCHIVE GOALS

You can archive goals that are no longer relevant to your current role or from a previous year. The **Archived Goals** tab in Workday retains these goals.

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

2. Select **View Profile**

3. Select **Performance** from the menu on the left

4. Select **Goals** from the tab at the top.

5. Click on the **Archive or Unarchive** button at the top of the screen.

6. From the **Active grid**, check the box next to the goals you want to archive.

7. Click **OK**.

   Note: You cannot archive goals that are currently associated with an active performance review. Once the performance review is complete, you can archive the goals.

RESTORE ARCHIVED GOALS

To return an archived goal to active status

8. Follow steps 1-5 in the Archived Goals section.

9. From the **Archived grid**, check the box next to the goals you want to restore.

Unarchive	Goal	Category	Status	Completed On
☐	Goal 2	2025 – Lead Healthcare Forward	Not Completed	
☐	Goal 1	2025 – Strengthen our Communities	Completed	06/26/2025

10. Once submitted, the goal will be returned to your **Individual Goals** tab and will be active.

   Note: If you want to submit or make active a goal with an inactive category or missing fields, you must update the goal before it becomes active. To remove an inactive category, click the "x" in front of it. Once all fields are completed or updated, submit the goal to activate it.