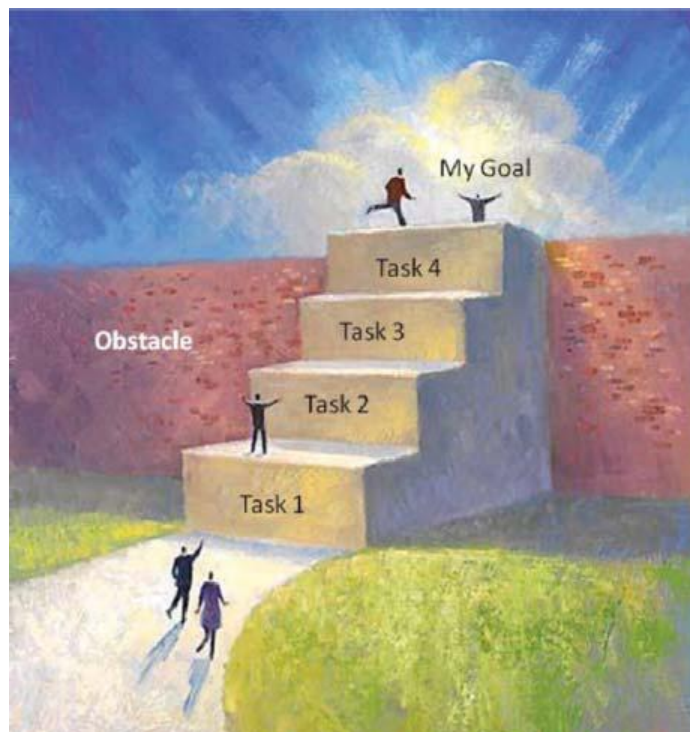




## My Recovery Plan® My Goals

### Veteran User Guide



Veterans and Consumers Health Informatics Office

*February 2013*

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# My Goals User Guide

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# INTRODUCTION

## What Is My Goals?

**My Goals** is a tool in the My HealtheVet Personal Health Record (PHR) that helps you identify and plan how you want to reach Goals that are important to you. It is designed to help you identify your Strengths and Obstacles in reaching your Goals. It will guide you through a process to create Tasks that will help you overcome your Obstacles. You will be able to track and monitor your progress on your Tasks. Email reminders can be set up through the My HealtheVet Calendar. You will also identify the Rewards you may want to give yourself when you reach your Goal.

You can use **My Goals** to help your health care team understand what is important to you. Most of the screens in **My Goals** have printer friendly pages you can print to share with your VA health care team on your regular visits. This will help you and your health care team work together to achieve the Goals that are important to you. **My Goals** was created for Veterans and this Guide is written with the Veteran in mind, but non-Veterans can use **My Goals** too.

**My Goals** has many benefits. These can include:

- Identifying Strengths that will help you achieve your Goals.
- Identifying Obstacles that may have stood in your way, preventing you from achieving your Goals.
- Identifying Tasks to help you overcome your Obstacles.
- Giving you a way to let your health care team know about things that are important to you.
- Helping you take actions to improve your health

**My Goals** allows you to add Tasks to your My HealtheVet calendar and you can set up Task reminders that are sent to your email address. You can update and manage your Goals from any location that has Internet access and many of the pages in **My Goals** have printer friendly pages that make it easy to share your progress with your health care team or others who are important to you.

This guide is organized in the way most people will use **My Goals**. It begins with how to login to **My Goals** and then how to proceed through all of the steps.

We hope that the organization of this guide will help Veterans understand the basic layout of **My Goals** and provide them with information about the specific features they may use to create their Goals.

## What Is Needed to Use My Goals?

You will need a computer with Internet access to use **My Goals**. If you cannot use the Internet in your home, other places that may have Internet access are public libraries or Internet cafes. You may also use computers at your [local VA Medical Center](#), Vet Center, or at your local Veteran Service Organization.

### My HealtheVet Login

Before you can use **My Goals**, you must first login to the My HealtheVet site. If you do not have a My HealtheVet account, follow the instructions below to register. If you already have a My HealtheVet account, you can login and follow the steps in Accessing **My Goals**.

### Registering for My HealtheVet

Before you can use **My Goals**, you need to be a registered user of My HealtheVet. [Registration](#) is quick and easy. See **Figure 1** below.



**Figure 1: My HealtheVet Member Login**

- When you register, enter your First Name, Last Name, Date of Birth, Gender, and Social Security Number. If you use the VA health care system, it is important that this information match your VA electronic health record information. **TIP:** Use your Veterans Identification Card (VIC) information to match your electronic health record information.
- If you use the VA health care system, make sure you select the “VA Patient” checkbox when you register. See **Figure 2** below.

**RELATIONSHIP TO THE VA**

You must indicate that you are a VA Patient before you can access VA Prescription Refill and future MHV features, such as electronic copies of your VA health information.

**Tell us about yourself.** (Check all that apply. \*At least one is required.)

VA Patient

Veteran

Health Care Provider

Veteran Advocate/Family Member/Friend

VA Employee

Other

**Figure 2: Relationship To The VA**

- To check your account:
  - Login into My HealtheVet.
  - Select the PERSONAL INFORMATION tab.
  - Select the Profiles sub-tab.
  - Under RELATIONSHIP TO THE VA, if you use the VA health care system, make sure you select the “VA Patient” checkbox (see red box above).
    - If “VA Patient” is not checked and you use the VA health care system, select this box.
    - This will put a checkmark in the box.
    - Select the **Save** button at the bottom of the screen.

## Upgraded Account

My HealtheVet created a way to confirm a Veteran’s user identity. The process is called Authentication. Authentication can be done In-Person at your local VA Medical Center or Community Based Outpatient Clinic (CBOC) or Online through [www.ebenefits.va.gov](http://www.ebenefits.va.gov). You must complete one of these processes to have an upgraded account. My HealtheVet users who are VA patients and have an upgraded account may be able to view, print, and download parts of their official VA electronic health record.

In-Person Authentication Steps to follow:

1. Print, read and sign the [VA Release of Information \(ROI\) form \(10-5345a-MHV\)](#) (PDF)
2. Take a copy of your signed form and government issued photo identification (Veterans Identification Card or valid driver's license) to your local VA health facility and give it to a qualified VA staff member
3. After the VA staff verifies your information, your My HealtheVet account can be upgraded.

Online Authentication Steps to follow:

**Online Authentication** is for users who have a connected eBenefits DS Logon Premium account & My HealtheVet VA Patient account. It can be done anytime, anywhere, 24/7, and you won't need to visit a VA facility. However, before you can start to upgrade your My HealtheVet account online, you need to:

- Be registered in My HealtheVet as a **VA Patient**
- Have an eBenefits/DS Logon Premium Account
- Have your My HealtheVet VA Patient account information match what is in [DEERS](#) (e.g., full name, Social Security Number, date of birth and/or gender)
- Connect your eBenefits/DS Logon and My HealtheVet Accounts.

After you have successfully [Connected Accounts](#), if you are a **VA Patient** in My HealtheVet and do not have an upgraded account, you will be asked if you would like to start to upgrade your account. Before you select **YES**, please follow these steps to start Online Authentication:

1. Download, print, and sign the [VA Release of Information \(ROI\) form \(10-5345a-MHV\)](#) (PDF)
2. Mail your signed form to the Release of Information Office at your local VA health care facility. You can use the [Facility Locator](#) to find the address
3. Select **YES - UPGRADE MY ACCOUNT**

**Note:** Please, allow up to 20 business days to complete the Online Authentication process.

**Note:** Although not required, a Veteran may want to view the [My HealtheVet Orientation Video](#) (available online or at your [local VA facility](#)).

**For questions about using My HealtheVet, use the [Contact MHV](#) link at the top of every My HealtheVet page.**

In addition to these resources, you can contact the My HealtheVet Coordinator at your [local VA facility](#) or a member of your VA health care team for more help using **My Goals**.

## Frequently Asked Questions, Help and Contact MHV

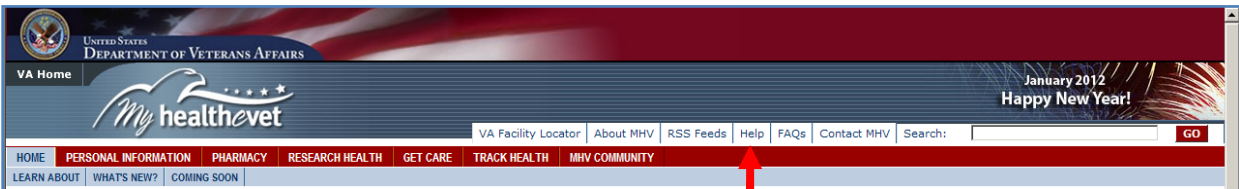
At the top of every page is a white navigation bar where you can get support.

- Select the [FAQs](#) link shown in **Figure 3** below to get answers to common questions about **My Goals** as well as other features of My HealtheVet.



**Figure 3: FAQs Link**

- Select the [Help](#) link shown in **Figure 4** below to find more information about My HealtheVet features.



**Figure 4: Help Link**

- Select the [Contact MHV](#) link shown in **Figure 5** below to send a message to the My HealtheVet Help Desk.



**Figure 5: Contact MHV Link**



There are also Help links on every **My Goals** page located on the upper right side of the page as shown in **Figure 6** below. Selecting this link will open a window that provides help on using that specific page.

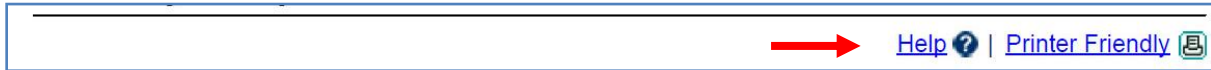


Figure 6: Help Link

In addition to these resources, you can contact the My HealthVet Coordinator at your [local VA facility](#) or a member of your VA health care team for more help using **My Goals**.

## Accessing My Goals

### Log On to Your My HealthVet Account

Log on to your My HealthVet account on the [My HealthVet website](#).

**Reminder:** The steps to login to your My HealthVet account or to create a new My HealthVet account can be found in My HealthVet Login section of this guide.

### Select the Track Health Tab

Select the Track Health tab as shown in **Figure 7** below.

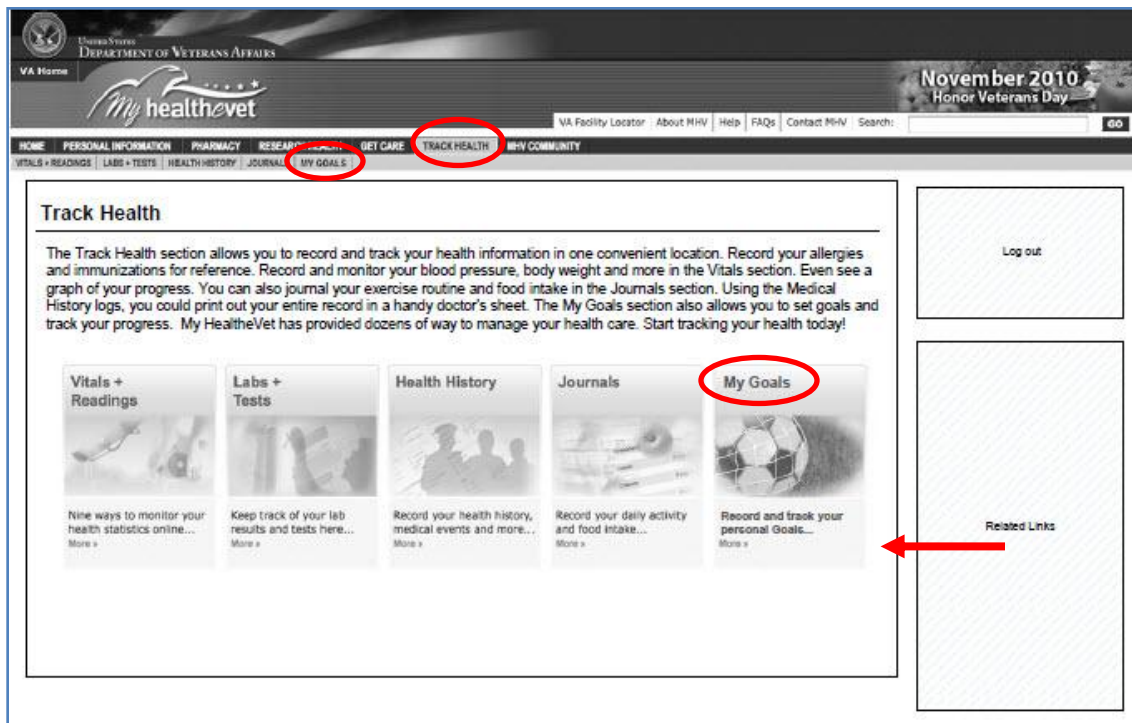


Figure 7: Track Health Page

## Select the My Goals Link

Select the **My Goals** link displayed as a soccer ball as shown in **Figure 7** above. You may also select the **My Goals** tab from the tabs at the top of the screen. Selecting the **My Goals** link will take you to the **My Goals Introduction** page.

## Getting Around in My Goals

To get to the different sections in **My Goals**, you can use the following site links: **My Goals Introduction**, **Create a Goal**, **View and Track My Goals**, **View Progress Toward My Current Goals**, and **View My Completed Goals** shown in **Figure 8** below.



**Figure 8: My Goals Site Navigation Links**

These links will always appear on the left side of each page. **Note:** While you can select these links at any time, you may not be able to access your information related to the **View and Track My Goals**, **View My Goals**, and **View Progress Toward My Current Goals** links until you have created a Goal within the system.

Each page that shows printable material has a **Printer Friendly** link. This link is located on the upper right side of the page. Next to the link is a printer icon. To view a printer friendly page, select the link or icon shown in **Figure 9** below.



**Figure 9: Printer Friendly Icon**

**TIP:** Information regarding time-out while using **My Goals**:

- Once you have logged in to your My HealtheVet account you will be timed-out after thirty (30) minutes unless you select one of the “action” buttons, for example, “Save”, “Delete”, or “Add a Goal.”
- If a time-out occurs, you will need to log back in to continue entering your Goal information.
- No warning message will display that alerts you to the time-out.
- Selecting one of the “action” buttons also serves to save the information you entered.

- The information that you entered prior to the time-out, without selecting an “action” button, will not be saved and you will need to re-enter the information once you log back in.

**TIP:** If you have an upgraded My Health<sup>e</sup>Vet account, may want to consider using Secure Messaging. Secure Messaging is a communication channel for patients and VA health care teams that allow them to collaborate and build a partnership in order to improve their health outcomes. Secure Messaging should only be used for **non-urgent, non-critical** messaging.

*Remember:* To participate in My Health<sup>e</sup>Vet Secure Messaging Veterans must be receiving health care services from the VA, be registered on My Health<sup>e</sup>Vet as a “VA Patient”, and complete the In-Person Authentication (IPA) process at one of their local VA facilities.

# GET STARTED!

On the **My Goals Introduction** page, select the **Get Started!** link as shown in **Figure 10** below.

The screenshot shows the 'My Goals Introduction' page. At the top, there is a 'Help' link with a question mark icon. The main text explains the purpose of 'My Goals' and lists six steps to achieve a goal. The steps are:

- G** Enter the name of the Goal and choose the type of the Goal
- S** List personal Strengths
- O** Identify Obstacles
- T** Create and manage Tasks used in reaching the Goal
- W** Select a start and an end date
- R** Set up Rewards for meeting the Goal

At the bottom right of the page, there is a yellow button with the text 'Get Started!' and a person icon, which is circled in red.

**Figure 10: My Goals Introduction Page**

You will be guided through a multiple step process that will help you set up your Goal. You may create as many Goals as you like and each one is entered separately.

## Create a Goal Step 1 of 6

### Enter Goal Name and Choose Goal Type

Shown below in **Figure 11** is the Create a Goal Step 1 of 6.

[My Goals Introduction](#) > Create a Goal

Create a Goal Step 1 of 6

[Help](#)

G

**Enter Goal Name and Choose Goal Type**

Use this Step to help you think about how to create your Goal. You use the Create a Goal Steps to create multiple Goals.

How do you create your Goal? You may already have a Goal in mind or you may have ideas about changes you want in your life but you have not set a specific Goal. Many people, when thinking about a Goal, want to work on their Health, Finances, Work, Leisure Activities, Living Situation, Relationships, Learning, Spirituality, Education, Faith or other areas of their life. Think about something specific in your life that you would like to change or achieve.

You may set up email reminders to help you achieve your Goal(s). Remember emails are not secure. Anything you enter as a Task Name or Goal Name will appear in the email reminder. Please do not enter in sensitive information such as a Social Security Number.

We have a [list of Goal Examples](#) that you may use. You can edit these Goal Examples to fit your needs.

**My Goal Name (Required)**  
Anything you enter in this field will display in an email reminder if you choose to use them.

**My Goal Description**

---

**My Goal Type (Required - Choose One)**

{ Enter a name for your Goal. }  
{ You can also enter a description if you like. }

{ A Goal Type tells you what kind of Goal you are setting. You can choose My Goal Type from the list or you can choose "Other" if your Goal does not match one on the list. }

Save

Exit

➔  
Next Step

**Figure 11: Create a Goal Step 1 of 6, Enter Goal Name and Choose Goal Type Page**

You will enter your Goal name, description, and type in the corresponding fields on this page. **Note:** You must enter data into the **My Goal Name** and **My Goal Type** fields. The **My Goal Description** field is optional.

### My Goal Name

- Select the **My Goal Name** field.

- Enter the name of your new Goal in this field. This should be a brief description that helps you recognize the Goal you are working on; it should be in your own words. You can enter up to 150 characters in this field.

## My Goal Description

- Select the **My Goal Description** field.
- You can choose to enter any other information you want about your new Goal in this field. **Note:** This is an optional field where you can enter up to 500 characters of detailed information about your new Goal. The text will wrap to the next line and you can scroll through it to read all of the text.

## My Goal Type

Use the **My Goal Type** selections to choose the kind of category that best fits your new Goal. A Goal Type identifies what kind of Goal you are setting. You can choose a Goal Type from the list or you can choose **Other**, if your Goal does not match one on the list. Below is a list of Goal Types you can choose from.

- **Finance:** Select this option if your Goal is related to money, budget, or savings.
- **Living Situation:** Select this option if your Goal is related to where or how you live.
- **Work:** Select this option if your Goal is related to your work, job search or daily tasks and duties.
- **Health:** Select this option if your Goal is related to your health or well being.
- **Spirituality:** Select this option if your Goal is related to spiritual growth and inner peace.
- **Leisure Activity:** Select this option if your Goal is related to your hobbies or fun activities.
- **Relationships:** Select this option if your Goal is related to how you would like to get along with other people.
- **Learning:** Select this option if your Goal is related to education or gaining knowledge in other areas.
- **Other:** Select this option if your Goal does not fit into one of the types in this list.

Before leaving **Create a Goal** Step 1 of 6, you have three (3) options:

- You can save your choices by selecting the **Save** button.

Once you select the **Save** button the page will refresh and you will remain on the same page. You may continue to work on your Goal or continue to one of the other options listed below.

- You can leave **My Goals** by selecting the **Exit** button.
- Or, now that you have entered your **Goal Name**, **Description** and **Type** you can go to **Step 2 of 6, List Personal Strengths**. You can identify your Strengths by selecting the **Next Step** button.

## Using Goal Examples

If you want some help getting started you can create a Goal using some of the **Goal Examples** that have already been created in **My Goals**. These **Goal Examples** were created by interviewing Veterans to identify Goals that were important to them. You can use a **Goal Example** as a template and modify it to create your own Goal. Each **Goal Example** has sample **Strengths**, **Obstacles**, **Tasks**, and **Rewards** to help you get started. These are provided so you do not have to start from scratch to create a Goal.

To use **Goal Examples** select the **List of Goal Examples** link that appears in the text above the My Goal Name field as shown in **Figure 12** below. You can also choose a **Goal Example** from the list on the right hand side of the page, also noted in the **Figure 12** below.

**Figure 12: Create a Goal, Goal Examples**

The **Goal Examples** include the following topics and descriptions:

- **Health:** Lose 20 Pounds
  - **Description:** I now weigh 200 pounds. My first goal is to lose 20 pounds.
- **Finance:** Be Debt Free
  - **Description:** I want to get out of debt.
- **Work:** Get a Job
  - **Description:** I want to get a job. I would like to have more money. It will also help me keep busy and feel better about myself.
- **Leisure Activity:** Have More Fun
  - **Description:** I want to have more things to do and be more social.
- **Living Situation:** Find a Place to Live
  - **Description:** I will move out of my current living situation and find another place to live.
- **Relationships:** Dating
  - **Description:** I want to be in a relationship. The first thing I need to do is start dating. I am lonely and would like to find someone to be with.
- **Learning:** Go to School
  - **Description:** I want to get a better job and need to get training. I want to go to college or a trade school.
- **Relationships:** Join a Support Group
  - **Description:** I want to spend time with people that have similar needs and interests. I will join a support or spirituality group that meets my needs. This can be a book club, garden club, or meditation group. This can be a 12-step group for alcohol or drug abuse or a grief support group.
- **Spirituality:** Be Active in a Faith Group
  - **Description:** I want to spend time with others who have similar beliefs. I want to grow spiritually. I want to find a sense of peace and hope.
- **Relationships:** Let Go of My Grudges, Anger and Resentments
  - **Description:** I will reduce my anger at people or things that irritate or frustrate me. I will become aware of my grudges, feelings of anger, and resentment. I will take steps to let go of them. I will change how I think about what makes me angry. I will reclaim a sense of peace.



To use a **Goal Example** follow the steps as shown in Figure 13 below:

[My Goals Introduction](#) > [Create a Goal](#) > **Goal Examples** [Help](#) ?

**Goal Examples**

Here are some examples of Goals that have already been created. Choose the one you would like to use. Only one Goal can be chosen and added at a time. You can add as many Goal Examples as you would like. Goal Examples can be edited to fit your needs at any time.

<b>Health</b>	<b>Lose 20 Pounds</b> Description: I now weigh 200 pounds. My first goal is to lose 20 pounds. <a href="#">Use this Goal</a>
<b>Finance</b>	<b>Be Debt Free</b> Description: I want to get out of debt. <a href="#">Use this Goal</a>
<b>Work</b>	<b>Get a Job</b> Description: I want to get a job. I would like to have more money. It will also help me keep busy and feel better about myself. <a href="#">Use this Goal</a>


**Figure 13: Goal Example Listing Page**

- Consider which one of the **Goal Examples** is a Goal you would like to reach.
- Select the **Use this Goal** button at the bottom of the **Goal Example** you would like to use. This will take you to the **Goal Example** page that is complete with sample **Strengths, Obstacles, Tasks, and Rewards**.

To continue using the **Goal Examples** follow the steps as shown in **Figure 14** below:

[My Goals Introduction](#) > [Create a Goal](#) > [Goal Examples](#) > **View Current Example**

### Goal Example - Be Debt Free

[Help ?](#) | [Printer Friendly](#) 

The Goal Example "Be Debt Free" is shown here, complete with sample Strengths, Obstacles, related Tasks, and Rewards. **Choose the ones that work for you.**

Be Debt Free <span style="float: right; border: 1px solid gray; border-radius: 10px; padding: 2px 10px;">Select All</span>	
<b>My Goal Description</b>	I want to get out of debt.
<b>My Goal Type</b>	Finance
<b>My Strengths</b>	<input type="checkbox"/> I can follow a plan. <input type="checkbox"/> I have a steady income. <input type="checkbox"/> I have support from people that care about me.
<b>My Obstacles and My Tasks</b>  <b>NOTE:</b> You must choose an Obstacle before selecting the Task to overcome it.	<input type="checkbox"/> <b>Obstacle: I do not know where my money goes each month.</b> <b>Tasks for "I do not know where my money goes each month."</b>  <input type="checkbox"/> <u>Make a list of all my monthly bills.</u> <b>Description:</b> I will make a list of all of my monthly bills like rent, car payment, and credit cards. I need to know how much I owe each month.  <b>Completion:</b> Has an End Date

**Figure 14: Goal Example Page**

- The **Select All** button will appear in the upper right hand side and bottom center of the **Goal Example** page that you chose. You can select the **Select All** button to choose all of the options with check boxes. Or, you can select the individual options you want to help you create a similar Goal of your own.
- Select the **Create a Goal from Your Choices** button that appears in the bottom right side of the page to make a new Goal based on the check boxes that you have selected.
- Or you can select the **Cancel Choices and Return to Goal Examples Page** button that appears in the bottom left side of the page to clear all of your choices and return to the previous page.

## Create a Goal Step 2 of 6

### List Personal Strengths

**Strengths** are your strong points. These include your talent, skills, knowledge, and experiences. **Strengths** can help you reach your Goals. An example of **Strengths** you may choose are “I am a hard worker” or “I am friendly and enjoy being around people.” You can enter your **Strengths** on the **Create a Goal Step 2 of 6** as shown in **Figure 15** below.

The screenshot shows a web interface for 'Create a Goal - Lose 20 Pounds' at 'Step 2 of 6'. The page title is 'List Personal Strengths' with a blue 'S' icon. Below the title, there is a yellow banner with the text 'List Personal Strengths'. The main content area contains the following text: 'Use this Step to list your Strengths for your Goal.', 'Your Strengths are your strong points. This includes your talents, skills, knowledge, and experiences. Knowing your Strengths will help you complete a Task or reach a Goal. Begin to think of all of your Strengths. You can ask others to share with you what they see as your Strengths. With all of your Strengths, which ones can help you reach your Goal?', and 'You have not yet entered any Strengths for the Goal of "Lose 20 Pounds"'. A red circle highlights the text 'What are you good at that will help you meet your Goal? Enter your Strengths below.' followed by a text input field. Below the input field is a blue button labeled 'Add This Strength'. A note in brackets says: '{ Press "Add This Strength" to enter each Strength one at a time. } { Press "Next Step" when you are done adding your Strengths. }'. At the bottom of the page, there are four buttons: 'Previous Step' (left arrow), 'Save', 'Exit', and 'Next Step' (right arrow).

Figure 15: Create a Goal Step 2 of 6, List Personal Strengths Page

To enter your **Strengths**:

- Select the **My Goals Strengths** field. Identify something you are good at that will help you meet your Goal.
- Enter your **Strength** for this Goal. **Note:** This is an optional field where you can enter up to 500 characters of detailed information about your **Strength**.  
**Example:** I am good at following a written plan.
- Select the **Add this Strength** button to open a box that allows you to enter a new **Strength**. Repeat this step until you have added all of your **Strengths** that will help you reach your Goal.

- Select the **Next Step** button to go to the **Identify Obstacles** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 3A of 6


### Identifying Obstacles

Step 3A gives you a chance to list **Obstacles** as shown in **Figure 16** below. An **Obstacle** is a problem that can stand in your way or hold up your progress. It can be something you can control such as how you feel about yourself or anxiety in large groups of people. It can also be something you cannot control such as the weather.

[My Goals Introduction](#) > Create a Goal

**Create a Goal - Lose 20 Pounds** Step 3A of 6

[Help](#) ?



**Identify Obstacles**

Use this Step to help you identify the Obstacles that may get in the way of achieving your Goal.

An Obstacle is something that you will need to overcome to achieve your Goal. An Obstacle can be a challenge, an excuse, or a problem that can stand in the way and hold up your progress. It can be something you can control, such as how you feel about yourself. It can be something you cannot control, such as the weather.

Think about what Obstacles might get in the way of accomplishing your Goal. For example, some people have a Goal of losing weight. They may not know how much they are eating. This can be an Obstacle.

**You have not yet entered any Obstacles for the Goal of "Lose 20 Pounds"**

**What is an Obstacle that will hinder your ability to meet your Goal?**  
**Enter your Obstacles below.**

[Add This Obstacle](#)

{ Press "Add This Obstacle" to enter each Obstacle one at a time.  
 Press "Next Step" when you are done adding your Obstacles. }

[← Previous Step](#)

[Save](#)

[Next Step →](#)

[Exit](#)

**Figure 16: Create a Goal Step 3A of 6, Identify Obstacles Page**

To identify and enter your **Obstacles**:

- Select the **My Goal Obstacles** field.
- Enter an **Obstacle** for this Goal. **Note:** This is an optional field where you can enter up to 500 characters of detailed information about your **Obstacle**.  
**Example:** I am not good at following written directions.
- Select the **Add This Obstacle** button to open a box that allows you to enter your **Obstacle**.

Repeat this step until you have added all of the **Obstacles** you believe may get in the way of you reaching your Goal.

- Select the **Next Step** button to go to the **Create a Goal Step 5** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 3B of 6


### Reorder Obstacles

Use this page to help you decide which **Obstacles** you should focus on first. You can reorder your **Obstacles** so that they are listed the way that you want them by using the **Reorder Obstacles** page as shown in **Figure 17** below.

[My Goals Introduction](#) > Create a Goal





**Create a Goal - Lose 20 Pounds** Step 3B of 6




[Help](#)


 **Reorder Obstacles**

It is important to order your Obstacles so that you know which Obstacles to focus on first. The following is a current list of the Obstacles you entered.

- Reorder: If the following list is not in the order you prefer, Reorder your Obstacles so that your most important Obstacle is at the top. Use the arrow buttons to put your Obstacles in your preferred order. You can also press the TOP button beside an Obstacle to move it to the top of your list.
- Delete: Press "X" if you want to permanently remove any Obstacles from your Goal. You will have to enter Obstacles again if you need them in the future.

Order	Obstacle Name	Reorder	Delete
1.	I never know if I am eating too much.	  	



**Figure 17: Create a Goal Step 3B of 6, Reorder Obstacles Page**



To reorder your **Obstacles**:

- Select one of the four buttons **Up**, **Down**, **Top**, or **Delete** next to each **Obstacle** that you entered to change their order.
- If you select the **Up** button, the **Obstacle** will move up one level in the order.
- If you select the **Down** button, the **Obstacle** will move down one level.
- If you select the **Top** button, the **Obstacle** will be moved to the top of the list of **Obstacles** for your Goal.
- If you select the **Delete** button, the **Obstacle** will be removed and will no longer be part of that Goal. It will also remove all of the **Tasks** for that **Obstacle** if any are entered.
- Select the **Next Step** button to go to the **Create and Manage Tasks** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 4A of 6

### Create and Manage Tasks Used in Reaching Your Goal

You can use this step to help you figure out what you need to do to overcome your **Obstacles**. Creating **Tasks** can help you break your **Obstacle** into smaller pieces. This can help you focus on one activity at a time, which can help you achieve your Goal. You can begin to enter your **Tasks** by using the page as shown in **Figure 18** below. If you did not choose to enter **Obstacles** for your **Goal** in **Create a Goal Step 3A of 6 Identifying Obstacles**, you will go to the **Create a Goal Step 5 of 6 Chose Goal Priority** page.



**Create and manage Tasks  
used in reaching your Goal**

Use this Step to help you identify what you need to do to overcome your Obstacle.

Obstacles can be very overwhelming. Setting up Tasks can help you break your Obstacle down into smaller pieces. You can use your Tasks as a to-do list to help you identify all of the things needed to overcome your Obstacle. Creating a Task can help you focus on one activity at a time. It helps you achieve your Goal. For example, some people have a Goal of losing weight. They may not know how much they are eating. A Task could be keeping a food journal.

**Would you like to create some Tasks for your Obstacles?**

Yes, Proceed to the Next Step

No, Skip to the Final Steps

{ If you choose to skip adding a Task you can  
always add Tasks later. }



Save

Exit

**Figure 18: Create a Goal Step 4A of 6, Create and manage Tasks used in reaching your Goal Page**

To begin entering your **Tasks**:

- Select the **Yes, Proceed to the Next Step** button to create one or more **Tasks** for your **Obstacles**.
- If you select **No, Skip to the Final Steps** button you can always add **Tasks** later.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.



- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 4B of 6

### Enter Task Details

This step allows you to enter **Tasks** to help you overcome your **Obstacles**. You can look at the **Obstacles** that you entered in the last step. Then you start with your first **Obstacle** and list all of the **Tasks** that will help you overcome the Obstacle. You can enter your **Task** details by using the page as shown in **Figure 19** below.

My Goals Introduction > Create a Goal

Create a Goal - Lose 20 Pounds Step 4B of 6

[Help](#)

**Enter Task Details**

Now that you know what Obstacles and Tasks are, it is time to create Tasks to help you overcome your Obstacles. One of the suggested ways to do this is to start with your first Obstacle and list all of the Tasks you need to do to overcome this Obstacle. Repeat this for the other Obstacles. If you decide that one of the Tasks you created belongs to a different Obstacle you will be able to change how your Tasks are assigned.

**Below is a list of the Tasks you have already entered.**  
Each Task is listed under the Obstacle that they have been assigned to.

**You have not yet entered any Tasks to overcome the following Obstacles.**

Obstacle: I never know if I am eating too much.

---

**My Task Name (Required)**  
Anything you enter in this field will display in an email reminder if you choose to use them.

**{ Name the Task and then describe what you will do. }**

**My Task Description**

---

**Assign Task to Obstacle (Required - Choose One)**

I never know if I am eating too much.

**{ Each Task helps you overcome an Obstacle. Choose which Obstacle this Task helps you overcome. }**

**Figure 19: Create a Goal Step 4B of 6, Enter Task Details Page**

## My Task Name

Enter **My Task Name**. If you choose to enter a **Task**, this field is required. It is a brief description that will allow you to identify the **Task** from a list. This field is limited to 120 characters.

## My Task Description

Enter a more detailed description of your **Task** in the **My Task Description** field. This field is limited to 500 characters.

## Assign Task to Obstacle

Pick one **Obstacle** from the **Assign Task to Obstacle** list that this **Task** will help you work on overcoming. These are the **Obstacles** that you identified in **Create a Goal Step 3A**.

## Set Task Date(s)

Entering **Task** dates helps you set target dates to work on or complete your **Task**. My HealtheVet also uses these fields to put **Task** reminders on your My HealtheVet Calendar. The following options are given for you to set up the dates for your **Task**. You can enter your **Task** dates by using the fields as shown in **Figure 20** below.

**Set Task Date(s)**

**Start Date (Required):** Mar | 30 | 2012 [Calendar Icon]

**My Task Completion (Required - Choose One)**

No End Date (Ongoing)  
 Has an End Date

**End Date (Required):** Month | Day | Year [Calendar Icon]

{ For a Start Date, pick today's date or a date in the future to start your Task. }

{ For an End Date, you can pick a date in the future, or you can pick "Ongoing." If you choose "Has An End Date," pick an "End Date" below. }

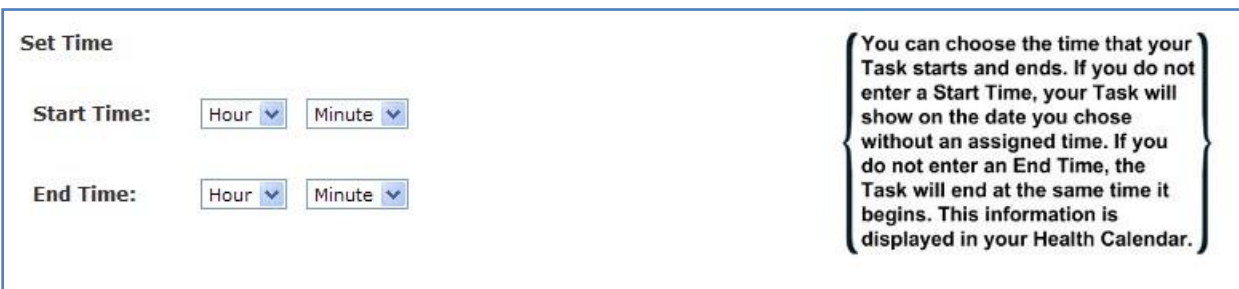
**Figure 20: Create a Goal Step 4B of 6, Enter Task Details, Set Task Date(s)**

- **Start Date:** Use the calendar entry fields to choose the day that you will start working on your **Task**.
  - **Month:** Select the month you want to start working on your **Task**.
  - **Day:** Select the day you want to start working on your **Task**.
  - **Year:** Select the year you want to start working on your **Task**.
- **My Task Completion:** You must decide if you will finish your **Task** by some set date by using the **Has an End Date** option or if you want your **Task** to continue by using the **Ongoing** option.
- **No End Date (Ongoing):** Selecting this option means that your **Task** does not stop and will keep going over time. **Example:** You set a **Task** to walk every single day, from this day forward. This is an **Ongoing Task**.

- **Has an End Date:** Selecting this option means that you will finish your **Task** by a set date (optional). **Example:** You set a **Task** to run the Marine Corps Marathon in 2012. This is a **Task** that **Has an End Date**.
- **End Date:** If you select **Has an End Date** for your **Task**, use the calendar entry fields to choose that date.
  - **Month:** Select the month that you want to finish your **Task**.
  - **Day:** Select the day that you want to finish your **Task**.
  - **Year:** Select the year that you want to finish your **Task**. **Example:** Today's date is January 15, 2012. You want to run the Marine Corps Marathon this year. The race happens in October each year. The end date for your **Task** is October 31, 2012.

## Set Time

Setting time details for your **Task** helps you set start and end times for each day you want to work on your **Task**. My HealtheVet also uses these fields to put **Task** reminders on your My HealtheVet Calendar. You can set the time details for your **Task** by using the field as shown in **Figure 21** below. The following options are given for you to set up the times for your **Task**.



**Figure 21: Create a Goal Step 4B of 6; Enter Task Details, Set Time**

- **Set Time:** This section allows you to set the start time and end time for your new **Task**. It is optional for you to enter the **Start Time** and **End Time** for your new **Task**.
  - **Start Time** (\*Required): Using the drop-down boxes, select the month, day and year for the date of the event. Or click the Jump to Date icon to the right of the Year drop-down list to choose a date. Then choose the hour and minute (optional) for the Start Time. Or select All Day Event. **NOTE:** When no Start Time is selected, the default start time is 8:00AM.
  - **End Time** (\*Required): Using the drop-down boxes, select the month, day and year for the end date of the event. Or click the Jump to Date icon to the right of the Year drop-down list to choose a date. Then choose the hour and minute (optional) for the End Time. **NOTE:** When no End Time is selected, the default end time is 8:00AM.

## Task Schedule

Select the **Task Schedule** you want to use for this **Task**. This is how often you would like to perform this **Task**. The following options are displayed to choose from for this field as shown in **Figure 22** below.

Task Schedule (Choose One)

- Does Not Repeat
- Daily
- Every Monday/Wednesday/Friday
- Every Tuesday/Thursday
- Every Weekday (Monday-Friday)
- Weekly
- Every Other Week
- Monthly
- Yearly

{ Choose how often you would like to perform your Task. }

Add This Task

{ Press "Add This Task" to enter each Task one at a time. Press "Next Step" when you are done adding your Tasks. }

Previous Step      Save      Next Step

Exit

Figure 22: Create a Goal Step 4B of 6; Enter Task Details, Task Schedule

- **Does Not Repeat:** Select this option if you will only do this **Task** once.
- **Daily:** Select this option if you will do this **Task** at least one time each day.
- **Every Monday/Wednesday/Friday:** Select this option if you will do this **Task** three times a week on Mondays, Wednesdays, and Fridays.
- **Every Tuesday/Thursday:** Select this option if you will do this **Task** two times a week on Tuesdays and Thursdays.
- **Every Weekday (Monday-Friday):** Select this option if you will do this **Task** every weekday, but not on weekends.
- **Weekly:** Select this option if you will do this **Task** once each week.
- **Every Other Week:** Select this option if you will do this **Task** once every two weeks.
- **Monthly:** Select this option if you will do this **Task** once every month on a specific day.

- **Yearly:** Select this option if you will do this **Task** once every year on a specific date.
- Select the **Add This Task** button to enter each of your **Tasks**.
- Select the **Next Step** button to go to the **Reorder Tasks** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 4C of 6

### Reorder Tasks

**Create a Goal Step 4C Reorder Tasks** helps you decide which **Tasks** you should focus on first. You will see the list of **Tasks** that you made in the last step. Now you can reorder them so that they are listed the way that you want them. You can also use the **Delete** button to take a **Task** off of your list as shown in **Figure 23** below.

My Goals Introduction > Create a Goal

Create a Goal - Lose 20 Pounds Step 4C of 6

[Help](#)

**Reorder Tasks**

It is important to order your Tasks under each Obstacle so that you know in which order you need to finish them. The following is a current list of the Tasks you entered.

- Reorder: If the following Tasks are not in the order you prefer, Reorder your Tasks so that your most important Task is listed first under your Obstacle. Use the arrow buttons to put your Tasks in your preferred order. You can also press the TOP button beside your Task to move it to the top of your list.
- Delete: Press "X" if you want to permanently remove any Task from your Obstacle. You will have to enter the Tasks again if you need them in the future.

**Obstacle: I never know if I am eating too much.**

Order	Task Name	Reorder	Delete
1.	Check my weight.	↑ ↓ TOP	X
2.	Eating Well.	↑ ↓ TOP	X
3.	Food Journal.	↑ ↓ TOP	X

← Previous Step
Save
Next Step →
  
Exit

**Figure 23: Create a Goal Step 4C of 6, Reorder Tasks**

- Select one of the four buttons **Up**, **Down**, **Top**, or **Delete** next to each **Task** that you entered to change their order.
- If you select the **Up** button, the **Task** will move up one level in the order.
- If you select the **Down** button, the **Task** will move down one level.
- If you select the **Top** button, the **Task** will be moved to the top of the list of **Tasks** for that **Obstacle**.
- If you select the **Delete** button, the **Task** will be removed for that **Obstacle** and will no longer be part of that Goal.
- Select the **Next Step** button to go to the **Choose Goal Priority** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## Create a Goal Step 5 of 6

### Choose Goal Priority

Setting Goal priorities helps you identify what Goal to focus on first. There are three types of Goal priorities. You can select your Goal Priority by using the page as shown in **Figure 24** below.



[My Goals Introduction](#) > Create a Goal

**Create a Goal - Lose 20 Pounds** Step 5 of 6

[Help](#)

Choose Goal Priority

Setting Goal priorities helps you identify what Goal to focus on first. There are three categories of Goal priorities. The first one, "Goals Most Important to Me" are the Goals that you want to work on first. The second one, "Goals Second Most Important to Me" are Goals that may be important to you but you may want to put off for now. The third one, "My Other Goals" are those Goals that you may want to achieve some day but are not priorities for you at this time.

**My Goal Priority (Required - Choose One)** { How important is this Goal to you? }

Goals Most Important to Me  
 Goals Second Most Important to Me  
 My Other Goals

Enter Goal Dates

Use this Step to help you identify when you are going to start and end your Goal.

Be sure to be realistic about your Start and End Dates. Choose a Start Date when you know you can really focus on your Goal.

**Set Goal Date(s)**

**Start Date (Required):** Mar 30 2012

**My Goal Completion (Required - Choose One)** { For a Start Date, pick today's date or a date in the future to start your Goal. }

No End Date (Ongoing)  
 Has an End Date

**End Date (Required):** Month Day Year

{ For an End Date, you can pick a date in the future, or you can pick "Ongoing." If you choose "Has An End Date," pick an "End Date" below. }

← Previous Step

Save

Next Step →

Exit

**Figure 24: Create a Goal Step 5 of 6, Choose Goal Priority Page**

Select an option from the **My Goal Priority** selection box that identifies how important a Goal is to you. The following options are shown:

- **Goals Most Important to Me:** Select this for a Goal that is most important to you.
- **Goals Second Most Important to Me:** Select this for a Goal that is important, but not at the top of your list.
- **My Other Goals:** Select this for a Goal that you want to work on later.

## Enter Goal Dates

The **Enter Goal Dates** section of **Create a Goal Step 5 of 6** helps you choose when you are going to start and end your Goal. Be realistic about your **Start** and **End Dates**. Choose a **Start Date** when you know you can really focus on your Goal.

**Note:** It is important to note that **Goal Start** and **End Dates** are constrained by **Task Start** and **End Dates**. For example, if your **Task** does not end until March 31, then your **Goal** can not end until at least March 31. An error will display notifying you if you enter the dates incorrectly.

- Set the **Start Date** for your new Goal using the drop down boxes in the **Set Goal Date(s)** section. You can also select the small calendar icon to the right of the drop down boxes to choose a date from the calendar. Either option will select the **Start Date** for your Goal. This field is required and the default date is today's date.



Start Date (Required): Mar 21 2012

Figure 25: Set Goal Date(s), Start Date Field

- Set the **My Goal Completion** for your Goal using the drop down box. This field is required.

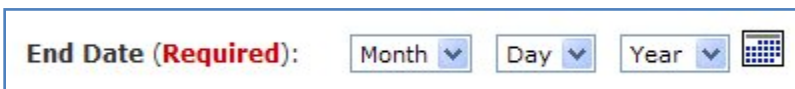


My Goal Completion (Required - Choose One)

No End Date (Ongoing)  
Has an End Date

Figure 26: My Goal Completion Field

- If your Goal does not have a target end date, select the **No End Date (Ongoing)** option from the drop down box. **Ongoing** means that your Goal does not stop and will keep going over time. An example is: You set a Goal to remain debt free, from this day forward. This is an Ongoing Goal.
- If your Goal has a target end date, select the **Has an End Date** option from the drop down box. **Has an End Date** means that you will finish your Goal by some set date. An example is: You set a Goal to run the Marine Corps Marathon in 2012. This is a Goal that **Has an End Date**.
- If you select the **Has an End Date** option for your Goal, use the **End Date** field drop down boxes to select that date. You can also select the small calendar icon to the right of the drop down boxes to select a date from the calendar. Either option will select the **End Date** for your Goal.



End Date (Required): Month Day Year

Figure 27: End Date Field



An example is: You want to run the Marine Corps Marathon in 2012. The race happens in October each year. The end date for your Goal is October 31, 2012.

- Select the **Next Step** button to go to the **Enter Rewards** page.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.


## Create a Goal Step 6 of 6


### Enter Rewards

Achieving a Goal requires you to keep working at it until you reach it. Some people work better towards their Goals when they can look forward to a **Reward**. A **Reward** is something given to recognize your effort and hard work. When you reach one of your Goals, you will see a message that will remind you of the **Reward** that you entered for achieving your Goal. **Rewards** are very personal and not all **Rewards** are the same for everyone. A **Reward** you might choose is to take a vacation or spend time with a friend. Entering **Rewards** for your Goals is an optional step. To enter **Rewards** for your Goals use the page as shown in **Figure 28** below.

[My Goals Introduction](#) > Create a Goal

Create a Goal - Lose 20 Pounds Step 6 of 6

[Help](#) 



Use this Step to Reward yourself for achieving your Goal.

You should give yourself a Reward for reaching your Goal. When you reach one of your Goals, you will see a message that will remind you of the Reward that you entered for achieving your Goal. You can look at and change your Rewards whenever you want.

**You have not yet entered any Rewards for the Goal of "Lose 20 Pounds"**

If you would like to enter a Reward for when you meet your Goal, enter it below.

[Add This Reward](#)

{ Press "Add This Reward" to enter each Reward one at a time.  
Press "Finish" when you are done adding your Rewards. }

[Previous Step](#)
[Save](#)
[Finish](#)

[Exit](#)

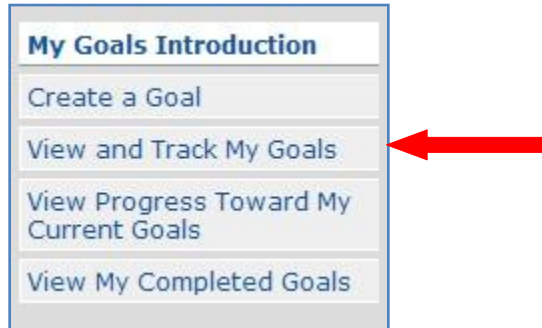
**Figure 28: Create a Goal Step 6 of 6, Enter Rewards Page**

To enter your **Rewards**:

- Enter a **Reward** for this Goal. **Note:** This is an optional field where you can enter up to 500 characters of detailed information about your **Reward**.
- Select the **Add This Reward** button to enter each of your Rewards, one at a time. Repeat this step until you have added all of your **Rewards**.
- Select the **Finish** button to go to the **Create a Goal Congratulations** page. Once you have finished creating your Goal, the system will show you a **Congratulations** message. You will then be able to select the **Continue** button to go to the **View My Goal** page for the Goal you just created. You can also select the **Create a Goal** link on the left side of the page if you would like to create another Goal.
- Select the **Previous Step** button to return to the previous page.
- Select the **Save** button to save the information you have entered. You will remain on this page.
- Select the **Exit** button to leave the page and save your information.

## VIEW AND TRACK MY GOALS

You can view your Goals and track progress on active Goals by using the **View and Track My Goals** features of **My Goals**. To get to this feature, select the **View and Track My Goals** link on the left side of the screen. It appears as shown in **Figure 29** below.



**Figure 29: View and Track My Goals**

- Select the **View and Track My Goals** link.
- You may view a summary of your active Goals on this page. These are sorted by the **Goal Priority** you chose when you created your Goal. **Figure 30** is an example of this screen.

[My Goals Introduction](#) > **View and Track My Goals**

**View and Track My Goals**

[Help](#) | [Printer Friendly](#)

Here are the Goals that you have already created. You may now change your Goals or track progress.

You may set up email reminders to help you achieve your Goal(s). Remember emails are not secure. Anything you enter as a Task Name or Goal Name will appear in the email reminder. Please do not enter in sensitive information such as a Social Security Number.

At the end of this page you can add new Goals by pressing the "Add More Goals" button.

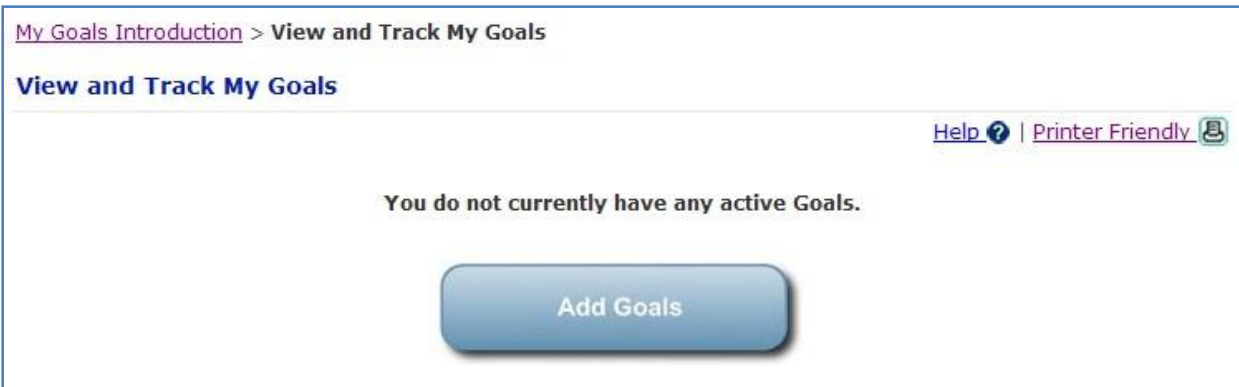
**Select My Goals By Type**

<b>Goals Most Important to Me</b>	<p><b>Get a Job</b></p> <p>Description: I want to get a job. I would like to have more money. It will also help me keep busy and feel better about myself.</p> <p style="text-align: center;"> <input type="button" value="Change this Goal"/> <input type="button" value="Track this Goal"/> </p>
<b>Goals Second Most Important to Me</b>	<p><b>Join a Support Group</b></p> <p>Description: I want to spend time with people with similar needs and interests. I will join a support or spirituality group that meets my needs. This can be a book club, garden club, or meditation group. This can be a 12-step group for alcohol or drug abuse or a grief support group.</p> <p style="text-align: center;"> <input type="button" value="Change this Goal"/> <input type="button" value="Track this Goal"/> </p>
<b>My Other Goals</b>	<p><b>Have More Fun</b></p> <p>Description: I want to have more things to do and be more social.</p> <p style="text-align: center;"> <input type="button" value="Change this Goal"/> <input type="button" value="Track this Goal"/> </p>

**Figure 30: View and Track My Goals Default Screen Example**

The order your Goals will display on this page are:

- **Goals Most Important to Me:** These are the Goals you listed as most important to you.
  - **Goals Second Most Important to Me:** These are the Goals you listed as important, but not at the top of your list.
  - **My Other Goals:** These are the Goals that you want to work on later.
- Note:** If you have not entered any Goals, a message will display stating, **“You do not currently have any active Goals.”** This screen will also display if you have completed all of your Goals.
- To enter your Goals you can use the page as shown in **Figure 31** below.



**Figure 31: View and Track My Goals, No Active Goals**

- Selecting the Add Goals button will take you to **Create a Goal**.

From the **View and Track My Goals** page you can do several things:

- **View and Track My Goals by Type:** Selecting this button will open a new screen where you can sort your Goals by the **Goal Type** you selected when you created your Goal(s).
- **Change this Goal:** Selecting this button opens a new page where you can change all of the details for that Goal. You can change any or all of the details you entered when you created your Goal, including adding or changing your Tasks for the Goal.
- **Track this Goal:** Selecting this button opens a new page where you can enter your progress on your Tasks and your Goal. This is referenced in the **Track My Goal** section of this guide.

## View and Track Goals By Type

This page allows you to sort your Goals using the Goal Type(s) you selected when you created the Goal(s). **Figure 32** is a sample of this page.

[My Goals Introduction](#) > [View and Track My Goals](#) > **Select My Goals By Type**

### Select My Goals By Type

[Help ?](#)

You can use this page to choose which of your Goals you wish to see, sorted by their Types.

Choose the Goal Types you want to view, and press "View and Track My Goals By Type."

Finance

Health

Leisure Activity

Living Situation

View All

[Return to View and Track My Goals page](#) [View and Track My Goals By Type](#)

**Figure 32: View and Track My Goals By Type Selection Page**

### To View and Track your Goals by Type:

- Select the check box for the Goal Type(s) you want to view.
- Select the **View and Track My Goals By Type** button.
- A summary of your Goals sorted and grouped by Type will be displayed. **Figure 33** shows an example of the Goals by Type page after selecting Goal Types.

[My Goals Introduction](#) > [View and Track My Goals](#) > **View and Track My Goals by Type**

**View and Track My Goals by Type**

[Help](#) | [Printer Friendly](#)

Here are the Goals that you have already created, sorted by the type of Goal you chose. You may change or track the progress of your Goal on this page.

At the end of this page you can add new Goals by pressing the "Add More Goals" button.

[Select My Goals By Type](#)

<b>Finance</b>	<p><b>Be Debt Free</b></p> <p>Description: I want to get out of debt.</p> <p style="text-align: center;"><a href="#">Change this Goal</a>   <a href="#">Track this Goal</a></p>
<b>Health</b>	<p><b>Lose 20 Pounds</b></p> <p>Description: I now weigh 200 pounds. My first goal is to lose 20 pounds.</p> <p style="text-align: center;"><a href="#">Change this Goal</a>   <a href="#">Track this Goal</a></p>

[Add More Goals](#)

**Figure 33: View and Track My Goals by Type Sorted View**

On this page, you can do several things by selecting one of the following buttons:

- **Change this Goal:** Selecting this button opens a new page where you can change all of the details for that Goal.
- **Track this Goal:** Selecting this button opens a new page where you can enter your progress on your Tasks and your Goal. This is referenced in the **Track My Goal** section of this guide.
- **Add More Goals:** Selecting this button opens the **Create a Goal Step 1** page.

## Track My Goal

**Track My Goal** allows you to show progress on your Goal by checking boxes beside the date(s) when you perform a Task. It also allows you to mark a Goal complete if all of your Tasks for the Goal are marked as finished. This is important information that you can share with your health care team or people who are important to you. **My Goals** has printer friendly versions of these pages that allow you to print your progress tracked on these pages. **Figure 34** is an example of this page for a sample Goal.

[My Goals Introduction](#) > [View and Track My Goals](#) > [Track My Goal](#)

### Track My Goal - Get a Job

[Help](#) | [Printer Friendly](#)

Use this page to mark that you have done a Task on a specific day. To mark a Task you have finished, select the box beside "Yes."  
 Calendar entries will display the week the Task is scheduled to begin.  
 If you want to change the start or end date for your Task(s) please go to the [Change My Goal](#) page to change or reorder your Task(s).

**January 20, 2013 - January 26, 2013**

Select a current or past date:

---

Task: **Referral for work program at VA.**  
 Obstacle: I do not know where to find a job.  
 Start Date: January 30, 2013  
 End Date: February 06, 2013  
 Repeats: Does Not Repeat

---

Task is not set to be done during this week.

---

Is the Task done?: If you have finished this Task, and will not work on it again, check the box to the right.  Mark Task as Finished

---

Task: **Get referral for work program through my State or County employment agency.**  
 Obstacle: I do not know where to find a job.  
 Start Date: February 07, 2013  
 End Date: February 14, 2013  
 Repeats: Does Not Repeat

---

Task is not set to be done during this week.

**Figure 34: Track My Goal Example Page**

There are several things you can do on this page. These include:

- Use the **Previous Week** or **Next Week** buttons and date selection boxes to go to the day and date that you want to mark that you worked on a **Task** or completed your **Goal**.
- If you have completed a **Task** for a particular day, mark it done by checking the box next to **Yes** on the date that your **Task** was completed. These boxes are listed under the question, "**Did you perform this Task on...**" **Figure 34** below gives an example of this screen.

**Note:** You cannot check **Yes** on dates in the future. You can only check boxes for the current date or a date in the past. You may mark a **Task** as finished up to 30 days following the **Task** due date. After you select **Yes**, you have 24 hours to remove the check mark. After 24 hours you can no longer change the entry.



<p>Task: <b>Find an exercise buddy.</b>  Obstacle: I do not like to exercise.  Start Date: April 06, 2012  End Date: April 13, 2012  Repeats: Does Not Repeat</p>	
<p><b>Task is not set to be done during this week.</b></p>	
<p><b>Is the Task done?:</b> If you have finished this Task, and will not work on it again, check the box to the right that says, "Mark Task as Finished."</p>	<input type="checkbox"/> Mark Task as Finished
<p>Return to View and Track My Goals page</p>	
<p>Save</p>	

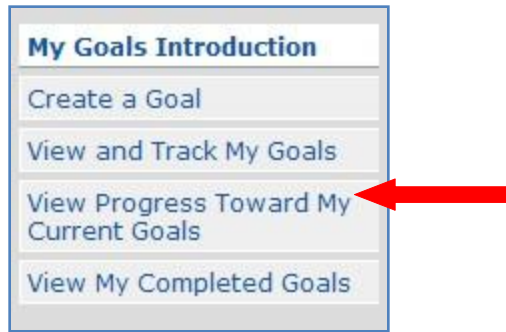
**Figure 35: Track My Goal Page**

- If you have finished this **Task** and will not work on it again, check the box next to the **Mark Task as Finished** box circled in **Figure 35** above.
- Select the **Return to View and Track My Goals page** button to return to the previous page.

Select the **Save** button to save your changes to the page. **Note:** If you selected the box **Mark Task as Finished** for all **Tasks** on the page you will be asked if you want to **Mark the Goal Complete**. Select **Yes** if you want to mark the Goal complete. Doing so will take you to the **View My Completed Goals** page. You may mark a **Task** as finished up to 30 days following the **Task** due date. After you select **Yes**, you have 24 hours to remove the check mark. After 24 hours you can no longer change the entry.

## VIEW PROGRESS TOWARD MY CURRENT GOALS

**View Progress Toward My Current Goals** allows you to view progress you have made towards your current Goals for a specific time period. You may select as many Goals as you want to view. It is a good place to print the Goals you are currently working on to share with your health care team and other people who are important to you. **View Progress Toward My Current Goals** is accessed from the **View Progress Toward My Current Goals** link located on the left side of the page as shown in **Figure 36** below.



**Figure 36: View Progress Toward My Current Goals Link**

To view your progress:

- Select the Goal information time period you would like to view by using the drop down arrows next to the Month, Day, or Year or use the calendar icon located to the right of Month, Day, and Year to make your date selections as shown in **Figure 37** below. You may choose a time period of up to 180 days, the default is the past 90 days.


[My Goals Introduction](#) > **View Progress Toward My Current Goals**


**View Progress Toward My Current Goals** [Help ?](#)

Viewing your Goal Progress is easy! Use the selection boxes to make choices from the options on this page. Then select the Submit button. A new page will display with the information you requested.

**Step 1**      **What time period would you like to see?**

Use the drop down boxes below to select the start and end dates you want to see. You can see up to 180 days at one time.

**Starting From:**    Jan ▾    01 ▾    2012 ▾    

**Ending On:**        Mar ▾    30 ▾    2012 ▾    

**Figure 37: View Progress Toward My Current Goals Step 1**

- Select or unselect the Goals you wish to view progress on as shown in **Figure 38** below. By default, all of the Goals have been selected for you. If you do not want to view a Goal, uncheck the box next to that Goal.

Step 2

**Which of the Goals you are working toward would you like to see?**

Choose the Goals you want to see. By default, all of the Goals have been selected for you. Uncheck the box beside each Goal you do not want to see. After you have selected the Goals you want to see, press the Submit button at the bottom of the page. Information for the Goals you selected will display on a new page.

- Be Debt Free**  
Description: I want to get out of debt.
- Find a Place to Live**  
Description: I will move out of my current living situation and find another place to live.
- Have More Fun**  
Description: I want to have more things to do and be more social.
- Lose 20 Pounds**  
Description: I now weigh 200 pounds. My first goal is to lose 20 pounds.

**Figure 38: View Progress Toward My Current Goals Step 2**

- Select the **Submit** button located at the bottom of the page. The information for the Goals you selected will display on a new page.
- Select the **Return to Previous Page** button to return to the **View Progress Toward My Current Goals** page.

# PROGRESS TOWARD MY CURRENT GOALS

**Progress Toward My Current Goals** displays the information you requested in the **View My Progress Toward My Current Goals** page as shown in **Figure 39** below:

The screenshot shows a web interface for tracking progress. At the top, there are navigation links: [My Goals Introduction](#) > [View Progress Toward My Current Goals](#) > **Progress Toward My Current Goals**. Below this is a sub-header **Progress Toward My Current Goals** and utility links for [Help](#) and [Printer Friendly](#). A message states: "Here is your progress toward your Goals for the past 90 days." Below this, it shows the time period: "Starting From: November 02, 2012" and "Ending On: January 30, 2013".

The main content area is titled "Goal" and "Get a Job". Underneath is a section for "My Goal Information" with the following details:

- Description:** I want to get a job. I would like to have more money. It will also help me keep busy and feel better about myself.
- Type:** Work
- Priority:** Goals Most Important to Me
- Start Date:** November 06, 2012
- End Date:** None
- Completion Type:** No End Date (Ongoing)
- Date Goal Completed:** None
- Obstacles:** I do not know where to find a job.
- Strengths:** I like to work hard. I am organized.
- Rewards:** You have not yet entered any Rewards for your Goal.

Below the goal information is a section for "Task" and "Get referral for work program through my State or County employment agency." with the following details:

- Task Description:** I will meet with someone from my State or County employment agency.
- Assigned to Obstacle:** I do not know where to find a job.

**Figure 39: Progress Toward My Current Goals Page**

The detailed information displayed on the **Progress Toward My Current Goals** page includes:

- **My Goal Information:** Specific for the Goal(s) selected including: Description, Type, Priority, Start and End Dates, Completion Type, Date Goal Completed, Strengths and Rewards.
- **Task:** Associated Task(s) information specific for the Goal selected including: Task Description, the Obstacles Assigned to the Task, Task Completion, Task Start and End Dates, Task Repeats, and the Date the Task was finished.
- **Report:** A record of your Task performance for the Goal(s) selected.
  - This Goal information can only be viewed and cannot be changed from this page. Select **Return to Previous Page** to return to the **View Progress Toward My Current Goals** page.

## VIEW MY COMPLETED GOALS

**View My Completed Goals** allows you to review the Goals you have entered into **My Goals** and have marked complete in the system. You may want to look back on the Goals you have set and reached over time. It may also be useful to print the Goals you have completed to share with your health care team and other people who are important to you.

**View My Completed Goals** is accessed from the **View My Completed Goals** link located on the left side of the screen as shown in **Figure 40** below.



**Figure 40: View My Completed Goals Link**

To view your Completed Goals:

- Select the **View My Completed Goals** link from the left side of any **My Goals** page.
- The **View My Completed Goals** page will display a summary of Goals you have marked Complete. These will be sorted by **Goals Most Important To Me, Goals Second Most Important To Me, and My Other Goals**.
- From this page as shown in **Figure 41** below, you can do two things:

[My Goals Introduction](#) > [View My Completed Goals](#)

### View My Completed Goals

[Help](#) | [Printer Friendly](#)

The Goals you completed are listed below. If you want to activate a copy of a completed Goal, select the "Use This Goal Again" button below that Goal. If you already have an active Goal with the same name, you will see a "Goal Name Already in Use" message. You cannot use that Goal again until the active Goal is completed or you have changed its name.







Goals Most Important to Me
<p> <b>Congratulations!</b> You have successfully completed your Goal of 'Get a Job.'</p> <p>It is now time to Reward yourself with the following Reward(s):</p> <ul style="list-style-type: none"><li>'Go out to lunch.'</li><li>'Take a friend out for coffee.'</li><li>'Buy something I want with my first pay check.'</li><li>'Go to the beach for the day.'</li></ul> <p>Get a Job [<a href="#">View This Completed Goal</a>]</p> <p>Description: I want to get a job. I would like to have more money. It will also help me keep busy and feel better about myself.</p> <p>Date Goal Completed: February 04, 2013</p> <p>Rewards:</p> <ul style="list-style-type: none"><li>Go out to lunch.</li><li>Take a friend out for coffee.</li><li>Buy something I want with my first pay check.</li><li>Go to the beach for the day.</li></ul> <p><a href="#">Use This Goal Again</a></p>

**Figure 41: View My Completed Goals Page**






- **View This Completed Goal:** Selecting this link will open a page that shows the details for that Goal, including the **Description, Priority, and Rewards** information you entered for that Goal.
- If you want to start a Goal again, select the **Use This Goal Again** button. This will create a copy of your Goal that is not marked Complete. Your start date for the new Goal will be the current date. A **Goal Name Already In Use** image will appear if there is already a Goal by that name.





## BUTTON DEFINITIONS







The section below is a listing of all of the buttons used in **My Goals** and a brief description of how each works. The buttons are listed in alphabetical order for easy reference.


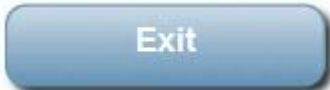





Button	Name	Description
	Add Goals	Selecting this button will take you to the Create a Goal: Step 1 of 6 page
	Add More Goals	Selecting this button will take you to the Create A Goal Step 1 of 6 page
	Add My Obstacles	Selecting this button takes you to a page where you can add Obstacles for your Goal
	Add My Tasks	Selecting this button takes you to a page where you can add Tasks for your Goal
	Add This Obstacle	Selecting this button adds the Obstacle entered into the Obstacle field for the Goal
	Add This Reward	Selecting this button adds the Reward entered into the Reward field for the Goal














Button	Name	Description
	Add This Strength	Selecting this button adds the Strength entered into the Strength field for the Goal
	Add This Task	Selecting this button adds the Task entered into the Task field for the Goal
	Cancel Choices and Return to Goal Examples Page	Selecting this button removes the choices made on the Goal Example page and returns you to the Goal Examples summary page
	Change and Add My Rewards	Selecting this button takes you to the Create a Goal Step 6 of 6 page where you can update information about your Rewards and add more if you like
	Change and Add My Strengths	Selecting this button takes you to the Create a Goal Step 2 of 6 page where you can update information about your Strengths and add more if you like







Button	Name	Description
	Change and Reorder My Obstacles	Selecting this button takes you to the Change and Reorder My Obstacles page where you can update information about your Obstacles and change the order you want to complete them
	Change and Reorder My Tasks	Selecting this button takes you to the Change and Reorder My Tasks page where you can update information about your Tasks and change the order you want to complete them
	Change My Goal Name and Type	Selecting this button takes you to the Create a Goal Step 1 of 6 page where you can update your Goal Name and Goal Type
	Change My Goal Priority and Dates	Selecting this button takes you to the Create a Goal Step 5 of 6 page where you can update information about your Goal Priority, Start Date, and End Date

Button	Name	Description
	Change this Goal	Selecting this button takes you to the Create a Goal Step 1 of 6 page where you can update the details for your Goal
	Continue	Selecting this button exits the Create a Goal Congratulation page and takes you to the View My Goal page
	Create a Goal from Your Choices	Selecting this button creates a new Goal based upon the selections on the Goal Example page
	Date Selection	Selecting the down arrow or calendar image allows you to navigate to the day and date you want to work with
	Delete	Selecting this button deletes the Task or Obstacle listed beside the button
	Done	Selecting this button closes the printer friendly view of the page

Button	Name	Description
	Down	Selecting this button will move the item down one level in the order
	Exit	Selecting this button will cause you to exit the program and save your information
	Finish	Selecting this button will allow you to save the information on the page and exit the screen
	Get Started!	Selecting this link takes you to the Create A Goal Step 1 of 6
	Mark Goal Complete	Selecting this button marks the Goal complete; completed Goals are only displayed in the View My Completed Goals feature of My Goals
	Next Step	Selecting this button saves what you have entered on the page and takes you to the next step in the process
	Next Week	Selecting this button allows you to navigate to the week you want to work with

Button	Name	Description
	No Tasks to Track	This button is for view only and cannot be selected; it is displayed when no Tasks have been created for a Goal
	No, Skip to the Final Steps	Selecting this button will cause you to return to the Reorder Obstacles page
	Previous Step	Selecting this button saves what you have entered on the page and takes you to the prior step in the process
	Previous Week	Selecting this button allows you to navigate to the week you want to work with
	Print	Selecting this button opens your printer dialogue box and allows you to print the page in a printer friendly format

Button	Name	Description
	Use This Goal Again	Selecting this button will create a copy of your Goal that is not marked complete. Your start date for the new Goal is the day you select the Use This Goal Again button
	Return to Change and Reorder My Tasks page	Selecting this button takes you to the Create a Goal Step 4B of 6 where you can update or change the order of your Tasks for a Goal
	Return to View and Track My Goals Page	Selecting this button opens the View and Track My Goals page
	Return to View My Completed Goals Page	Selecting this button opens the View My Completed Goals summary page
	Save	Selecting this button saves what you have entered on the page and keeps you on that page
	Select All	Selecting this button marks all items on the page as selected; it is used on the Goal Example pages to select all options from the template

Button	Name	Description
	Top	Selecting this button will move the selected Task or Obstacle to the top of the list
	Track this Goal	Selecting this button takes you to the Track My Goal page where you can select days when you have completed Tasks for your Goal
	Up	Selecting this button moves the item up one space on the list
	Use This Goal	Selecting this button selects the Goal Example for you to use as your Goal
	View and Track My Goals by Type	Selecting this button takes you to the View and Track My Goals by Type page where you can select a sort order for your Goals by the Goal Type
	Yes, Proceed to the Next Step	Selecting this button saves what you have entered on the page and takes you to Step 4B of 6 where you can Enter Task Details



This completes the **My Goals** User Guide. Contact your VA health care team if you would like more information about using **My Goals** as part of your treatment plan. Contact your My HealthVet Coordinator if you would like to share your suggestions for improving **My Goals** or you can use the [Contact MHV](#) link.

Congratulations on taking the first step on your successful journey of achieving your Goals!

## RESOURCE CENTER AND RELATED LINKS

### Goals

- [My Goals User Guide \(PDF\)](#)
- [Goal Setting Guide \(PDF\)](#)
- [Creating Goals with My Goals \(Flash\)](#)
- [Set Up Email Reminders](#)
- [Weekly Task\(s\) Tracking Worksheet \(PDF\)](#)

### Health Calendar

- [View the Health Calendar](#)