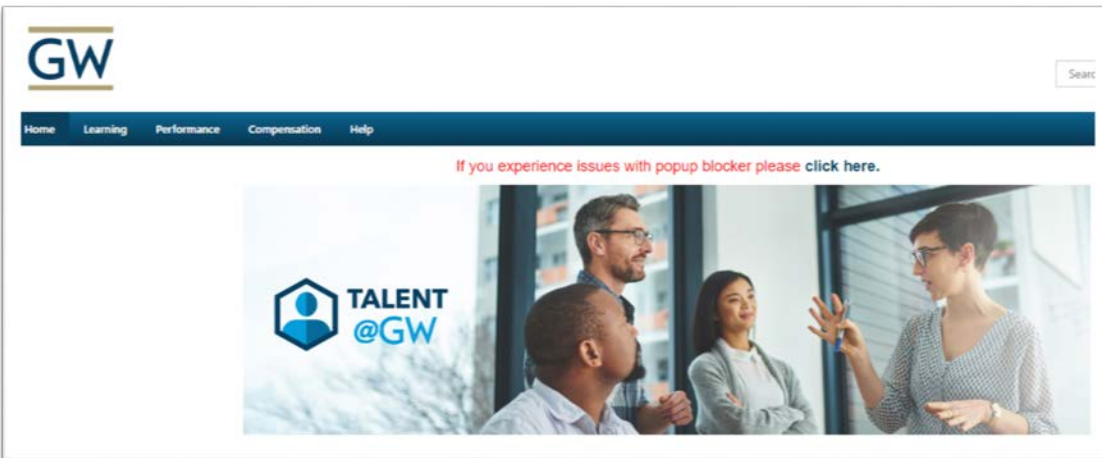




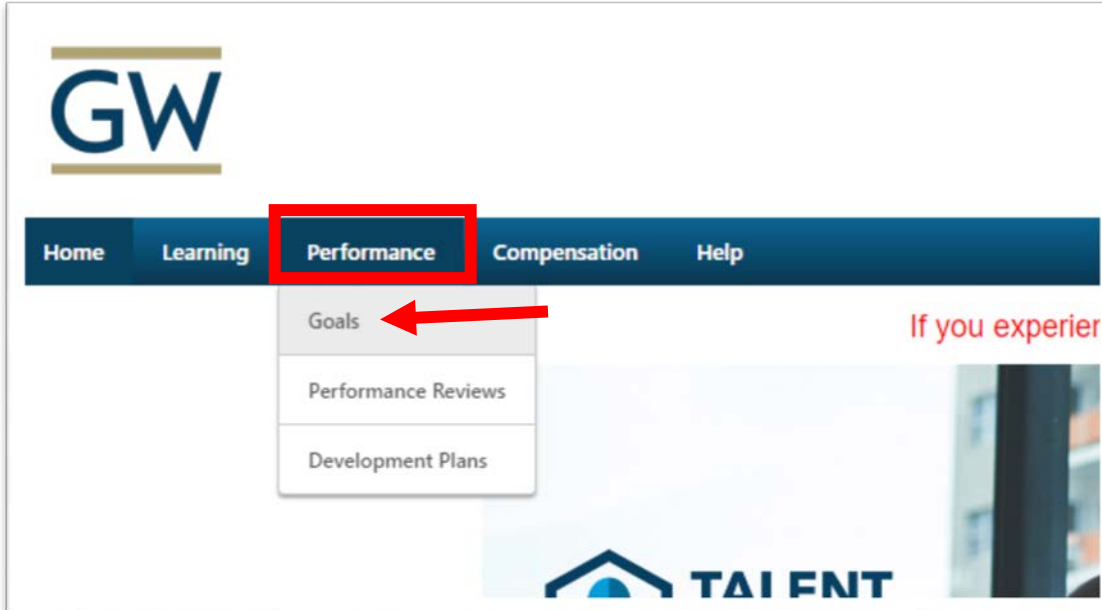
**TALENT
@GW**

How to Cancel a Goal in Talent @ GW

1. Log into Talent @ GW by visiting <https://go.gwu.edu/talentatgw>.



2. Hover over **Performance** then select **Goals**.



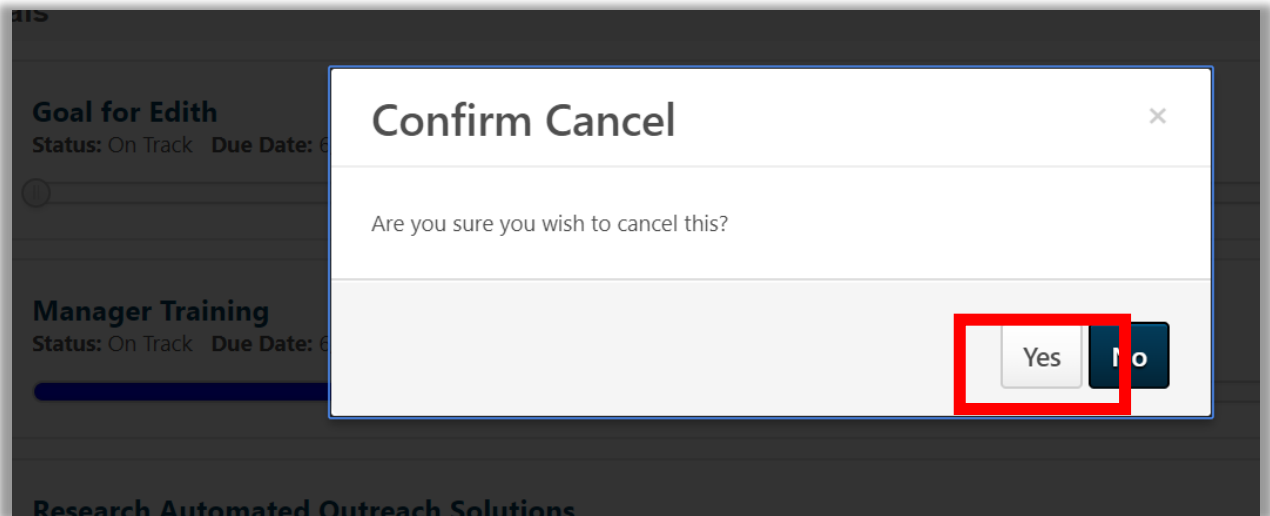
3. To cancel a goal, click the **drop down arrow** on the goal.



4. Select **Cancel**.



5. Click **Yes**.



- The goal is now pending cancellation approval. Click Send Approval Request to send the approval request to your manager.

The screenshot shows a 'My Goals' dashboard with four goal entries. Each entry includes a percentage, a title, a status, a due date, and a progress bar. The 'Send Approval Request' button is located in the top right corner. The 'Strategy Plan Research' goal is highlighted with a red box, indicating its status as 'Pending Cancellation Approval'.

Goal Title	Percentage	Status	Due Date
Goal for Edith	0%	On Track	6/30/2019
Manager Training	56%	On Track	6/30/2019
Research Automated Outreach Solutions	62%	On Track	6/30/2019
Strategy Plan Research	85%	Pending Cancellation Approval	7/1/2019