My Recovery Plan® My Goals

Veteran User Guide

Veterans and Consumers Health Informatics Office

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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 Health eVet 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 Health eVet 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 Health eVet 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 HealthVet Login

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

Registering for My HealthVet

Before you can use My Goals, you need to be a registered user of My HealthVet. Registration is quick and easy. See Figure 1 below.

![Figure 1: My HealthVet Member Login](image)

- 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.
Figure 2: Relationship To The VA

- To check your account:
  - Login into My Health eVet.
  - 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 Health eVet 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. You must complete one of these processes to have an upgraded account. My Health eVet 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 Health eVet account can be upgraded.

Online Authentication Steps to follow:
Online Authentication is for users who have a connected eBenefits DS Logon Premium account & My Health eVet 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 Health eVet account online, you need to:

- Be registered in My Health eVet as a VA Patient
- Have an eBenefits/DS Logon Premium Account
- Have your My Health eVet 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 Health eVet Accounts.

After you have successfully Connected Accounts, if you are a VA Patient in My Health eVet 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 Health eVet Orientation Video (available online or at your local VA facility).

For questions about using My Health eVet, use the Contact MHV link at the top of every My Health eVet page.

In addition to these resources, you can contact the My Health eVet 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 Health eVet.

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](image)

• 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](image)
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 HealtheVet 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 HealtheVet Account

Log on to your My HealtheVet account on the My HealtheVet website.

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

Select the Track Health Tab

Select the Track Health tab as shown in Figure 7 below.
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](image)

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](image)

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\text{e}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.

\textit{Remember}: To participate in My Health\text{e}Vet Secure Messaging Veterans must be receiving health care services from the VA, be registered on My Health\text{e}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.

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.

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.

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**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 meet 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:

**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:

![Goal Example Page](image)

- 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.

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.
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.
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.

![Reorder Obstacles Page](image)

**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.
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.
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.

---

**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 Health\(\text{e}^\text{Vet}\) also uses these fields to put **Task** reminders on your My Health\(\text{e}^\text{Vet}\) 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.

- **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**.

**Figure 20**: Create a Goal Step 4B of 6, Enter Task Details, Set Task Date(s)
• **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.
  
  o **Month:** Select the month that you want to finish your **Task**.
  
  o **Day:** Select the day that you want to finish your **Task**.
  
  o **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 HealthVet also uses these fields to put **Task** reminders on your My HealthVet 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**.

  o **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.

  o **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.

- **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.

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.
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.

  ![Figure 25: Set Goal Date(s), Start Date Field](image)

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

  ![Figure 26: My Goal Completion Field](image)

- 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.

  ![Figure 27: End Date Field](image)
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.
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.
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.

![View and Track My Goals By Type Selection Page](image)

**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.
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.
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.
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.
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.

- 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.

Select All

Submit

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:

---

**My Goal Information**
- **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 05, 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.
- **Rewards**: I am organized. You have not yet entered any Rewards for your Goal.

**Task**
- **Get referral for work program through my State or County employment agency.**
  - **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](image-url)
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:

  ![Figure 41: View My Completed Goals Page](image)

  - **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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add Goals" /></td>
<td>Add Goals</td>
<td>Selecting this button will take you to the Create a Goal: Step 1 of 6 page</td>
</tr>
<tr>
<td><img src="image" alt="Add More Goals" /></td>
<td>Add More Goals</td>
<td>Selecting this button will take you to the Create A Goal Step 1 of 6 page</td>
</tr>
<tr>
<td><img src="image" alt="Add My Obstacles" /></td>
<td>Add My Obstacles</td>
<td>Selecting this button takes you to a page where you can add Obstacles for your Goal</td>
</tr>
<tr>
<td><img src="image" alt="Add My Tasks" /></td>
<td>Add My Tasks</td>
<td>Selecting this button takes you to a page where you can add Tasks for your Goal</td>
</tr>
<tr>
<td><img src="image" alt="Add This Obstacle" /></td>
<td>Add This Obstacle</td>
<td>Selecting this button adds the Obstacle entered into the Obstacle field for the Goal</td>
</tr>
<tr>
<td><img src="image" alt="Add This Reward" /></td>
<td>Add This Reward</td>
<td>Selecting this button adds the Reward entered into the Reward field for the Goal</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><img src="image1.png" alt="Add This Strength" /></td>
<td>Add This Strength</td>
<td>Selecting this button adds the Strength entered into the Strength field for the Goal</td>
</tr>
<tr>
<td><img src="image2.png" alt="Add This Task" /></td>
<td>Add This Task</td>
<td>Selecting this button adds the Task entered into the Task field for the Goal</td>
</tr>
<tr>
<td><img src="image3.png" alt="Cancel Choices and Return to Goal Examples Page" /></td>
<td>Cancel Choices and Return to Goal Examples Page</td>
<td>Selecting this button removes the choices made on the Goal Example page and returns you to the Goal Examples summary page</td>
</tr>
<tr>
<td><img src="image4.png" alt="Change and Add My Rewards" /></td>
<td>Change and Add My Rewards</td>
<td>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</td>
</tr>
<tr>
<td><img src="image5.png" alt="Change and Add My Strengths" /></td>
<td>Change and Add My Strengths</td>
<td>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</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><img src="image" alt="Change and Reorder My Obstacles" /></td>
<td>Change and Reorder My Obstacles</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Change and Reorder My Tasks" /></td>
<td>Change and Reorder My Tasks</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Change My Goal Name and Type" /></td>
<td>Change My Goal Name and Type</td>
<td>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.</td>
</tr>
<tr>
<td><img src="image" alt="Change My Goal Priority and Dates" /></td>
<td>Change My Goal Priority and Dates</td>
<td>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.</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td></td>
<td>Change this Goal</td>
<td>Selecting this button takes you to the Create a Goal Step 1 of 6 page where you can update the details for your Goal</td>
</tr>
<tr>
<td></td>
<td>Continue</td>
<td>Selecting this button exits the Create a Goal Congratulations page and takes you to the View My Goal page</td>
</tr>
<tr>
<td></td>
<td>Create a Goal from Your Choices</td>
<td>Selecting this button creates a new Goal based upon the selections on the Goal Example page</td>
</tr>
<tr>
<td></td>
<td>Date Selection</td>
<td>Selecting the down arrow or calendar image allows you to navigate to the day and date you want to work with</td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td>Selecting this button deletes the Task or Obstacle listed beside the button</td>
</tr>
<tr>
<td></td>
<td>Done</td>
<td>Selecting this button closes the printer friendly view of the page</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Down</td>
<td>Down</td>
<td>Selecting this button will move the item down one level in the order</td>
</tr>
<tr>
<td>Exit</td>
<td>Exit</td>
<td>Selecting this button will cause you to exit the program and save your information</td>
</tr>
<tr>
<td>Finish</td>
<td>Finish</td>
<td>Selecting this button will allow you to save the information on the page and exit the screen</td>
</tr>
<tr>
<td>Get Started!</td>
<td>Get Started!</td>
<td>Selecting this link takes you to the Create A Goal Step 1 of 6</td>
</tr>
<tr>
<td>Mark Goal Complete</td>
<td>Mark Goal Complete</td>
<td>Selecting this button marks the Goal complete; completed Goals are only displayed in the View My Completed Goals feature of My Goals</td>
</tr>
<tr>
<td>Next Step</td>
<td>Next Step</td>
<td>Selecting this button saves what you have entered on the page and takes you to the next step in the process</td>
</tr>
<tr>
<td>Next Week</td>
<td>Next Week</td>
<td>Selecting this button allows you to navigate to the week you want to work with</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>-------------------------------</td>
<td>-----------------------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td><img src="image" alt="No Tasks to Track" /></td>
<td>No Tasks to Track</td>
<td>This button is for view only and cannot be selected; it is displayed when no Tasks have been created for a Goal</td>
</tr>
<tr>
<td><img src="image" alt="No, Skip to the Final Steps" /></td>
<td>No, Skip to the Final Steps</td>
<td>Selecting this button will cause you to return to the Reorder Obstacles page</td>
</tr>
<tr>
<td><img src="image" alt="Previous Step" /></td>
<td>Previous Step</td>
<td>Selecting this button saves what you have entered on the page and takes you to the prior step in the process</td>
</tr>
<tr>
<td><img src="image" alt="Previous Week" /></td>
<td>Previous Week</td>
<td>Selecting this button allows you to navigate to the week you want to work with</td>
</tr>
<tr>
<td><img src="image" alt="Print" /></td>
<td>Print</td>
<td>Selecting this button opens your printer dialogue box and allows you to print the page in a printer friendly format</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>-----------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Use This Goal Again</td>
<td>Use This Goal Again</td>
<td>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.</td>
</tr>
<tr>
<td>Return to Change and Reorder My Tasks page</td>
<td>Return to Change and Reorder My Tasks page</td>
<td>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.</td>
</tr>
<tr>
<td>Return to View and Track My Goals page</td>
<td>Return to View and Track My Goals page</td>
<td>Selecting this button opens the View and Track My Goals page.</td>
</tr>
<tr>
<td>Return to View My Completed Goals page</td>
<td>Return to View My Completed Goals page</td>
<td>Selecting this button opens the View My Completed Goals summary page.</td>
</tr>
<tr>
<td>Save</td>
<td>Save</td>
<td>Selecting this button saves what you have entered on the page and keeps you on that page.</td>
</tr>
<tr>
<td>Select All</td>
<td>Select All</td>
<td>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.</td>
</tr>
<tr>
<td>Button</td>
<td>Name</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>------</td>
<td>-------------</td>
</tr>
<tr>
<td><img src="image" alt="Top Button" /></td>
<td>Top</td>
<td>Selecting this button will move the selected Task or Obstacle to the top of the list</td>
</tr>
<tr>
<td><img src="image" alt="Track this Goal Button" /></td>
<td>Track this Goal</td>
<td>Selecting this button takes you to the Track My Goal page where you can select days when you have completed Tasks for your Goal</td>
</tr>
<tr>
<td><img src="image" alt="Up Button" /></td>
<td>Up</td>
<td>Selecting this button moves the item up one space on the list</td>
</tr>
<tr>
<td><img src="image" alt="Use this Goal Button" /></td>
<td>Use This Goal</td>
<td>Selecting this button selects the Goal Example for you to use as your Goal</td>
</tr>
<tr>
<td><img src="image" alt="View and Track My Goals By Type Button" /></td>
<td>View and Track My Goals by Type</td>
<td>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</td>
</tr>
<tr>
<td><img src="image" alt="Yes, Proceed to the Next Step Button" /></td>
<td>Yes, Proceed to the Next Step</td>
<td>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</td>
</tr>
</tbody>
</table>
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 Health-e-Vet 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