

*in your plan is through ACTION.* When you make progress on Actions, and note it in the dashboard, your progress bar will show the movement in the plan attainment.

You can do this all in pretty much whatever order you like. You can make all the goals, then make all the objectives, then make all the actions... or start by making a goal, then make one of its objectives, and then fill in its actions, and work your way back up and down the tree. Whatever is easier for you to enter.

Note that you can get to any of them by clicking the details icon on the organization dashboard page, but you can also move between them from within a details page. When you're looking at an objective or an action, you'll see a Details link for the parent item. When you're looking at a goal or an objective, you'll see Details links for all its subordinates. You can use all those links to move up and down the tree if you like without returning to the dashboard page.

If you get lost, you can always return to the main dashboard page by clicking the Dashboard link in the site header, which will take you back to the main dashboard page that shows you your goals dashboard. The detail pages also have their own "Back to Dashboard" links at the top that jump back to that particular organization's dashboard page.

Notice that the goals, objectives and actions all allow for due dates to be entered. They also allow for names to be added for those accountable for the goals. And you can add in documents relevant to the goals, objectives or actions.

When you make progress on an action, the progress bar on the dashboard will reflect that progress. The bar only moves though when progress is entered at the action level.

*Written by Tom Buck  
2Thynk LLC  
248-321-3205*

*Resources:*

*Visit [2Thynk.com](http://2Thynk.com) for additional links and resources*

*We highly recommend reviewing our article: [Assembling Your Go! Plan](#)*

If you are reading this you have received an invitation to register for Go! Plan.

The invite will require you to respond, with a login to the site.

To accept your invite you will be directed by your browser to the following site:

<http://www.2thynk.com/dashboard/>

Once you make your initial response, your invite will be invoked and the site will notify our administrator to turn on your access. This may take a few hours, if it seems like it has been longer than that, notify me at [jtbuck@infinintelearning.com](mailto:jtbuck@infinintelearning.com), and we will fix it.

You will receive another notice that your access has been set up and you can now log in to the site.

Once logged in, you should see the name of your organization.

You should see a mostly-empty new dashboard page for your organization.

From there, you'll want to start adding Goals. Click the "Add Goal" link, enter a goal name, and click the Add Goal button. It'll return you to that same dashboard page, but with the new goal appearing. Repeat this for however many goals you have. Take advantage of our support articles as a guide to help in your planning. For example, in terms of annual goals, 3 to 6 goals is a good range for most organizations. Below 3 is probably not capturing enough of your priorities and above 6 is dispersing the focus of the organization too broadly.



You will want to start populating each of those goals with objectives. On your organization dashboard page, you'll notice that each goal has an icon next to its progress bar. That'll take you to the details page for that Goal. From there, you'll see under the Subtargets section, a link for Add Objective. Click that, enter an Objective name, and click the Add Objective button to add it. Repeat as often as necessary.

Then you'll want to add actions. If you expand the organization dashboard, you can click the details icon on any objective. From there, under Subtargets, click Add Action, fill in a name, and click the Add Action button to add it. *All progress*