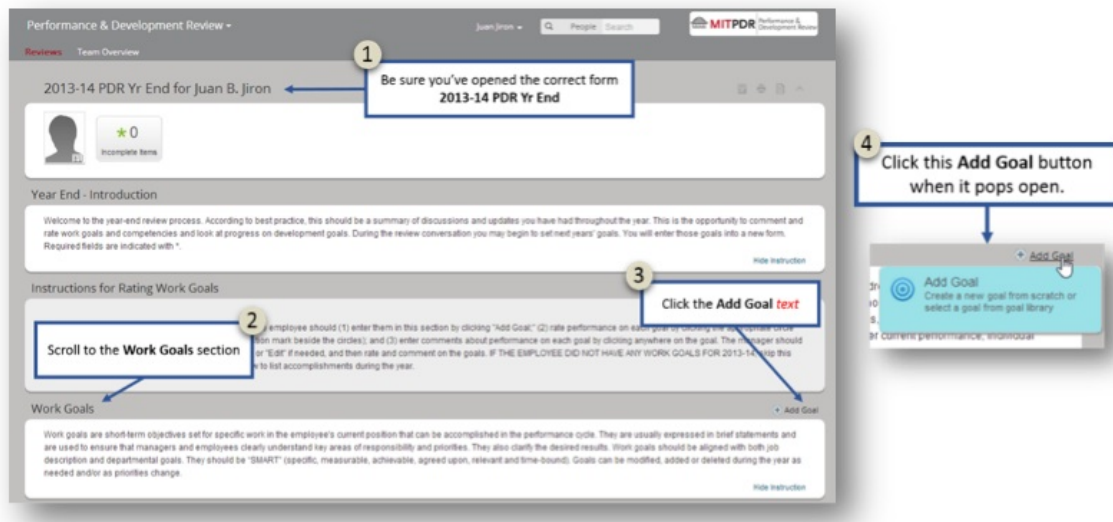# How do I add a goal to my Performance and Development Review?

How do I add a goal to my Performance and Development Review?

NOTE: This article refers to the online Performance and Development Review (PDR) tool used by certain MIT organizations. Learn more

Add a work goal or development goal

- As shown in picture above:
    1. Be sure you've opened the correct year's form (2014-15 PDR, 2015-16 PDR, etc.).
    2. Scroll to the Work Goals section (or the Development Goals section).
    3. Click the **Add Goal** text,
    4. Click the **Add Goal** button when it pops up.
- For more detailed information, see the Step-by-Step Instructions and Quick Cards.

Related articles

Nothing happens when I click on Add Goal
Nothing happens when I click on the Save Changes button in the Add Goal window