2025 Goal Setting: Assisted Writing FAQ for Employees

Here's a guide to help you use the Assisted Writing features in Goal Management for setting your goals in 2025. These tools are designed to help you improve clarity, precision, and effectiveness in your goal statements.

1 What is Enhanced Writing?

- **What it does:** This feature suggests improvements to your grammar, spelling, vocabulary, and phrasing, ensuring your goal statements are clear and professional.

- **How it helps:** Automatically corrects language issues and enhances readability, saving you time and effort in editing.

2 How do I Change the Tone of my Goal Statement?

- **What it does:** This tool lets you modify the tone of your writing to match different communication needs. You can choose from Professional, Personable, or Constructive tones.

- **How it helps:** Adjust the tone of your goals to fit the audience — whether it's your manager, team members, or other stakeholders.

3 How Can I Make My Goal Statements Shorter?

- **What it does:** If your goal statement is too long or wordy, this tool shortens it, retaining the key message in a more concise form.

- **How it helps:** Focuses your message, making it easier for others to read and understand, without losing the essence of the goal.

4 What Does Make Longer Do?

- **What it does:** This feature rewrites your selected goal statement by adding more words to offer a more detailed explanation while staying true to the original content.

- **How it helps:** Provides clarity and additional context for more complex goals, helping stakeholders fully understand your objectives.

5 How Can I Use Create Bulleted List?

- **What it does:** This tool converts a selected paragraph or sentence into a bulleted list, breaking down complex information into clear, digestible points.

- **How it helps:** Simplifies the presentation of your goals, making them easier to follow and understand, especially for detailed or multi-step objectives.

General Tips for Using Assisted Writing in Goal Setting

- **Clarity:** Use **Make Shorter** to tighten up your goal statements and ensure they are direct and actionable.

- **Context:** Use **Change Tone** when you need to adapt your message for different audiences, whether for a leadership team or peer collaboration.

- **Detail:** Use **Make Longer** if you need to elaborate on your goals and provide more context.

- **Organization:** Use **Create Bulleted List** to break down complex goals into simple, easy-to-follow steps.

These AI-driven features are here to assist you in creating well-crafted, clear, and impactful goal statements that align with your objectives and company priorities for 2025.