LOVEWORLD PUBLISHING

For every staff member

PHASE 1 · DECEMBER GOALS

Performance Management Portal

Staff

How to use this guide

Follow the steps in order. Each picture has numbered orange markers. The numbers in the text match the numbers in the picture, so you always know where to tap.

The portal address

performance.loveworldpublishing.org (works on your phone and on a computer)

Need help? We are here for you.

Message Esteemed Brother Chukwuemeka Anoruo on KingsChat: **@anochuks**

STAFF

December: one job for everyone

Sign in now. From Tuesday 1 December, enter your December goals.

Four simple steps

Get on the portal and set your December goals. That is all for now.

1

Today

Sign in

Open the portal and tap Continue with KingsChat.

2

First week of December

Propose your goals

Enter your December goals and targets.

3

Within a day or two

Supervisor approves

Approved, adjusted, or sent back with a reason.

✓

Done

You are set

Progress updates and reports come next. We will guide you then.

STEP 1

Sign in

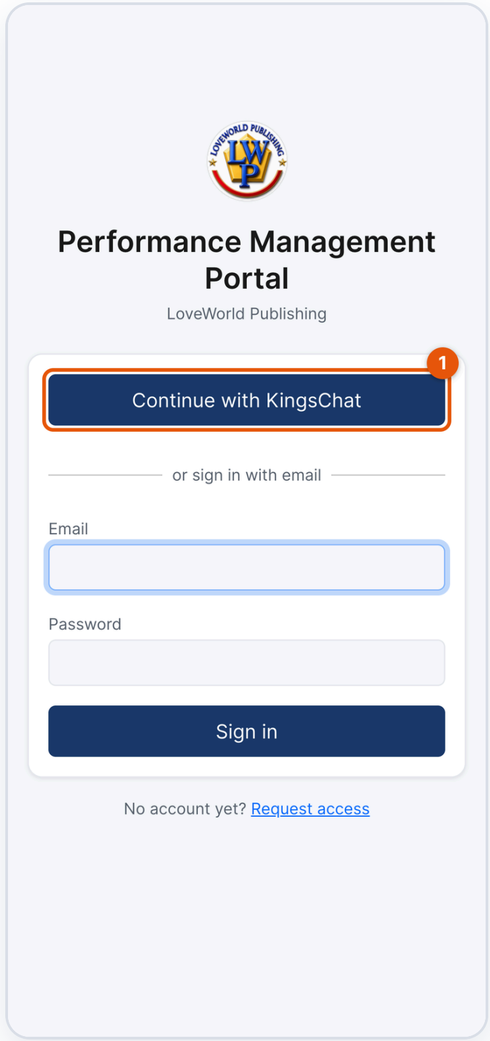
Open performance.loveworldpublishing.org on your phone or computer.

1. **Tap Continue with KingsChat** and sign in with your KingsChat account. The portal recognises you by your KingsChat phone number.

i **Given an email and password instead?** Type them into the form under the button and tap Sign in.

TIP

No account yet, or KingsChat says your account is not linked? Please do not use "Request access". Message Bro Chukwuemeka Anoruo on KingsChat (@anochuks). He will set you up.

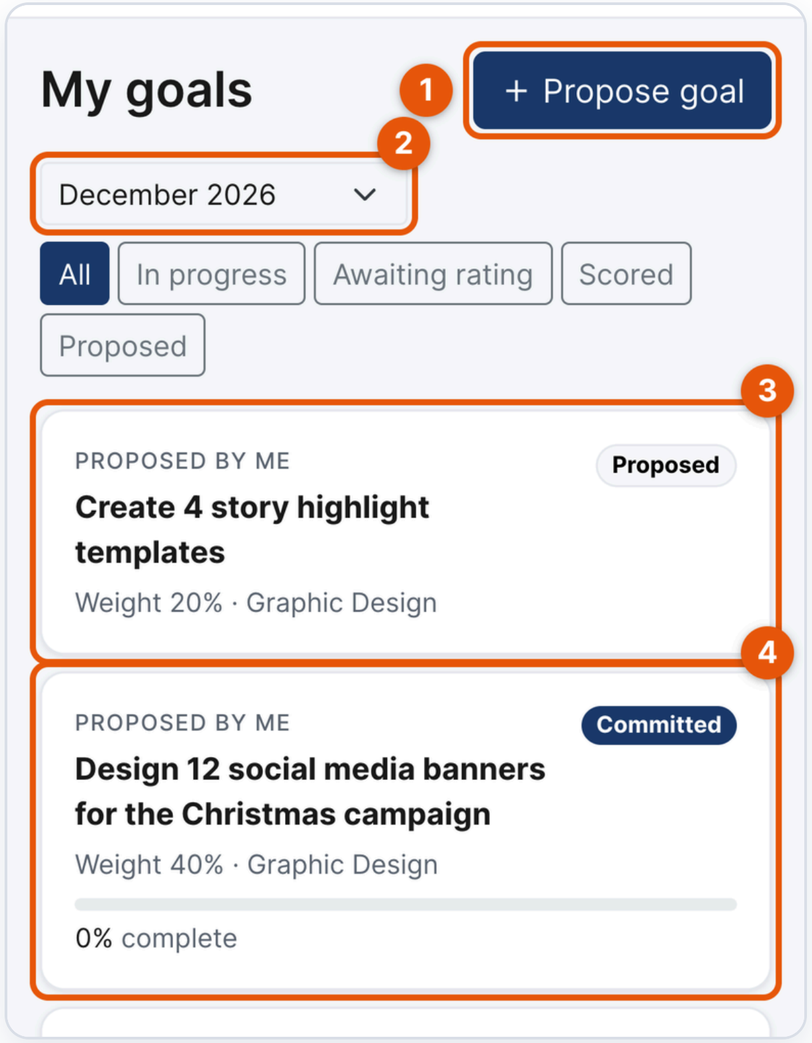


STEP 2

Propose your goals

On a phone, tap Goals in the bar at the bottom. On a computer, tap My goals in the menu on the left.

1. **Tap + Propose goal** to add a new goal.
2. **Check the month** says December 2026.
3. **Proposed:** sent, and waiting for your supervisor.
4. **Committed:** approved. This goal is set.

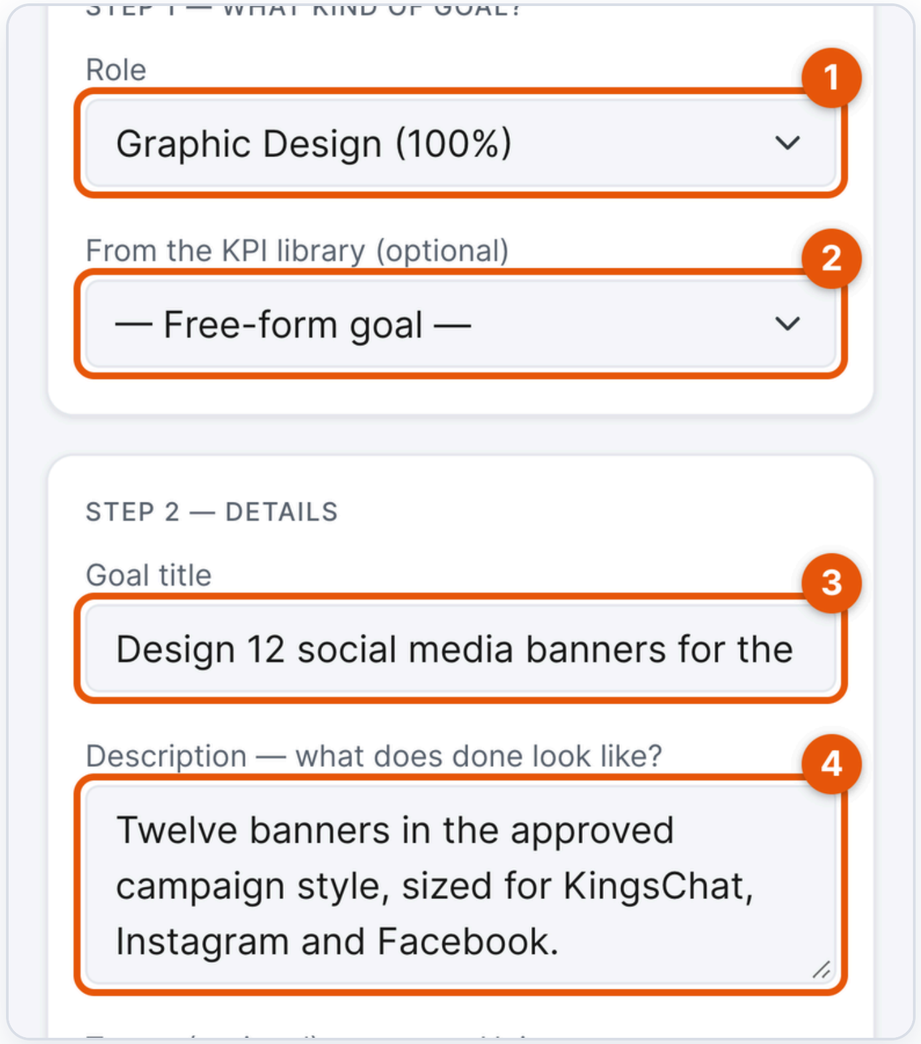


STEP 2 · continued

Propose your goals

Now fill in the goal form:

1. **Role:** choose your role.
2. **KPI library (optional):** pick a ready-made goal for your role, or leave it as a free-form goal.
3. **Goal title:** short and clear. Say what, and how many.
4. **Description:** what does "done" look like?

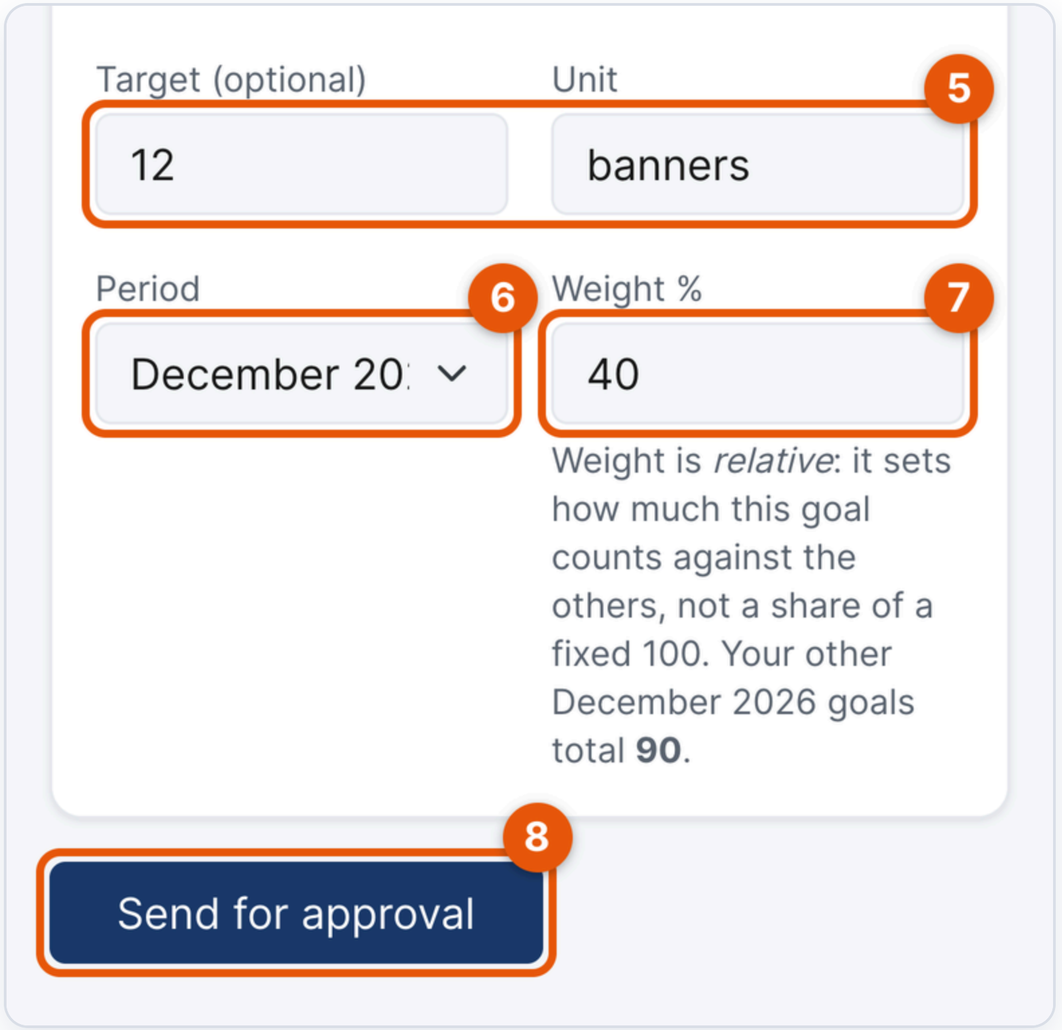


STEP 2 · continued

Propose your goals

5. **Target and unit:** a number to aim for, for example 12 banners.
6. **Period:** December 2026. It is filled in for you.
7. **Weight:** how much this goal counts against your other goals. Bigger work, bigger weight.
8. **Tap Send for approval.** Your supervisor is notified straight away.

> **TIP**
> Add one goal at a time, for each main piece of work this month. A good goal is specific and measurable: "Design 12 social media banners for the Christmas campaign" is much better than "Do design work".



STEP 3

Wait for approval

Your supervisor approves each goal, adjusts its weight, or sends it back with a reason.

Where is my goal?

The coloured label on each goal tells you.

Proposed
Sent. Waiting for your supervisor

›

Committed
Approved. You are set

Rejected
Sent back with a reason

Open the goal, read the reason, then tap **Propose another goal** to send a corrected one.

STEP 3 · continued

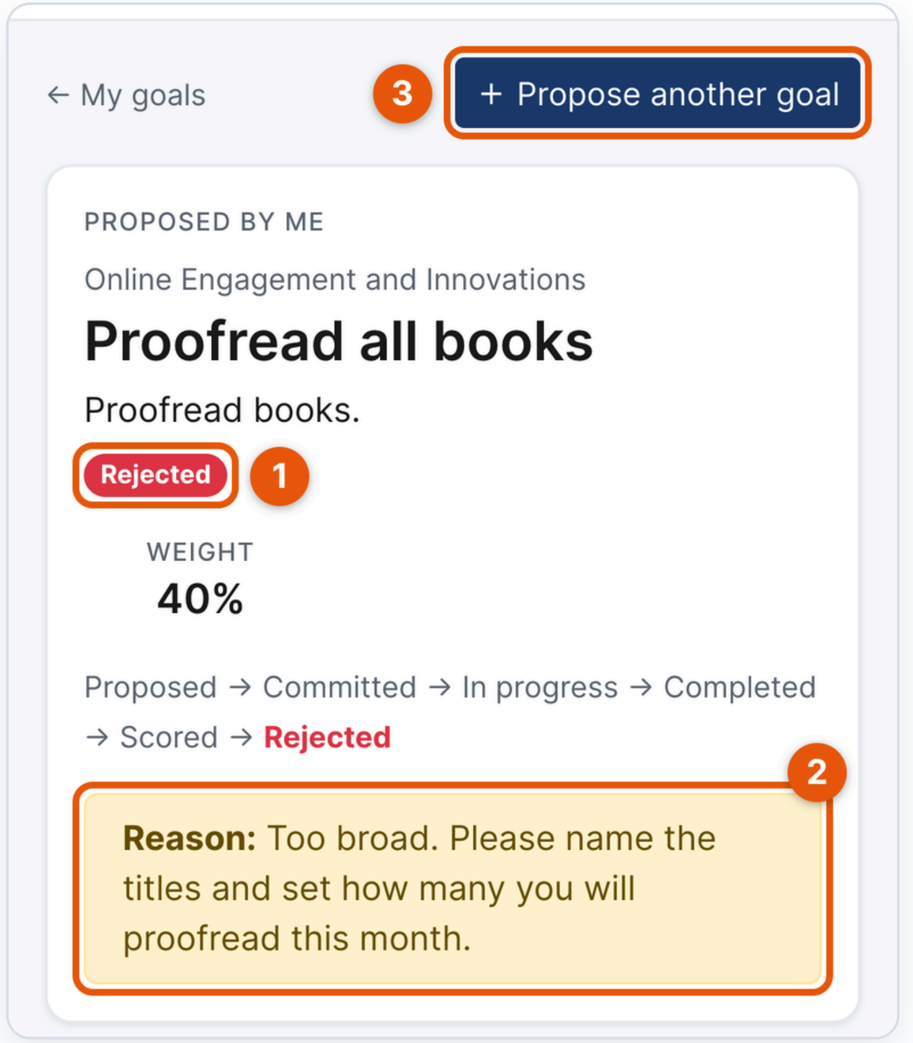
Wait for approval

If a goal is sent back:

1. **It shows as Rejected.** Nothing is wrong. The goal just needs a change.
2. **Read the reason.** It tells you exactly what to change.
3. **Tap + Propose another goal** to send a corrected version.

TIP

When your goals show Committed, you are done for now. Updating progress and monthly reports come next, with their own short guide.



QUICK ANSWERS

If something is not working

IF THIS HAPPENS	DO THIS
I cannot sign in with KingsChat	Message Bro Chukwuemeka Anoruo on KingsChat (@anochuks). Tell him the phone number your KingsChat uses.
The form shows November, not December	The form always uses the current month. Wait until Tuesday 1 December, then propose your goals.
I am not sure what goals to set	Ask your supervisor, or pick a ready-made goal from the KPI library for your role.
My goal still says Proposed	Your supervisor has not approved it yet. Send them a gentle reminder.
My goal says Rejected	Open it, read the reason, and tap + Propose another goal to send a corrected one.

Need help? We are here for you.

Message **Esteemed Brother Chukwuemeka Anoruo**
of the Online Engagement and Innovations team on KingsChat

@anochuks

He helps with new accounts, signing in, and anything technical.

performance.loveworldpublishing.org