



SMART Goals Writing Template

(Specific Measurable Attainable Relevant/Results-Oriented Time-Bound)

Please watch [Writing Professional Learning Goals for your Self-Directed Learning Tool](#) on the CDO YouTube channel. For additional resources, click on these Self-Directed Learning Tool examples of SMART Goals for Client Care ([English](#), [French](#)); and Non-Client Care ([English](#), [French](#)) Please read the guide for "[Writing SMART Goals](#)"

STEP 1: LEARNING GOAL (Please avoid abbreviations. The use of plain language is preferred.)

Specific & Strategic – My learning goal is to increase my knowledge or skill of:

Relevant/Results Oriented – This new learning applies to my practice because:

Time-Bound - I will achieve this learning by:

STEP 2: ACTION PLAN (Align to Learning Goal)

Measurable - I will know that I have accomplished my learning by the following outcome measures:

Attainable - I can accomplish my learning goal by doing the following 3-4 actions:

STEP 3: REVIEW AND COMBINE LEARNING GOAL AND ACTION PLAN.

Learning Goal

Action Plan

Once you've completed your goals, you may wish to cross-check to make sure they are SMART and meet the SDL Tool [Criteria for Review](#).