



## 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](#).