



## 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:** (learning, application, outcome)

**Action Plan:** (How and when you will achieve this learning)

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](#).