



SMART GOAL GUIDE

This handout guides Occupational Therapists to create professional development goals using the SMART framework:

SPECIFIC	MEASURABLE	ACHIEVABLE	RELEVANT	TIME-BOUND
<p>Identify your learning objective.</p> <p>Clearly define what will be accomplished.</p> <p>Provide details about the skills, attitudes, and/or judgments you wish to develop.</p>	<p>Include detailed criteria and quantifiers to track goal progress and completion.</p> <p>State how you will measure outcomes to clearly demonstrate achievement of your objective.</p>	<p>Be realistic about what you can achieve based on your skills, workload, and available resources.</p> <p>Create a goal that can be completed within the registration year.</p>	<p>Align your goal with your role, responsibilities, and professional values.</p> <p>Meaningful goals are directly related to your practice, learning needs, and selected competency.</p>	<p>Establish a clear deadline or timeframe for completion.</p>

Examples of well-written (“SMART”) Professional Learning Goals:

- By December 2026, I will further develop my leadership skills by completing one continuing education course on clinical supervision. I will identify at least three core skills that I learned from the course and implement them through mentorship of one new OT or OTA, meeting bi-weekly to provide guidance.
- By June 30th, 2026, I will learn and develop my use of sensory integration techniques by completing a two-day certification course, practicing at least two new intervention techniques with clients, and seeking a mentorship meeting with the senior OT to review and document progress.

Examples of goals that need further development (and why)

1. Improve communication with clients and coworkers
 - *Issues:* Lacks specificity, measurable criteria, and timeframe

Strengthening this goal using SMART principles:

- Over the next 16 weeks, I will enhance communication with clients and coworkers by completing an online course in therapeutic communication, incorporating at least two new communication techniques into my practice within six months. I will measure my progress by requesting feedback from at least two coworkers and three clients using a brief structured survey.

2. Become more confident in wheelchair assessments
 - *Issues:* Lacks specificity; goal is not actionable or time-bound

Strengthening this goal using SMART principles:

- By September 30th, 2026, I will improve my skill and confidence in conducting wheelchair assessments as demonstrated by completing one certified seating and mobility course, shadowing at least one complex seating assessment with a senior OT, and independently completing at least two assessments using the standardized checklist. My improvement will be measured through supervision feedback and self-reflection notes.

For further guidance, please refer to the following:

- SMART Goal Worksheet (Fillable)
- SMART Goal Worksheet (Completed Example)
- Reflection Guide