



SMART GOAL WORKSHEET

STEP 1: BRAINSTORM (COMPLETED EXAMPLE)

Let's work through the last goal on the SMART Goal Guide page to illustrate how this worksheet may be used at the brainstorming stage:

S	SPECIFIC What exactly do you want to achieve? What will you learn? How will this learning impact your practice? What additional details would make your objective clearer to others?	I am beginning to conduct wheelchair assessments in my practice, and I would like to improve my skill and confidence so that I can advance my competence in prescribing equipment that meets my clients' needs.
M	MEASURABLE How will you measure achievement of the objective? What will mark goal progress and completion? What details and quantifiers would make these markers more clear?	I have learned about a certified seating and mobility course that I plan to complete. I also want to shadow a complex seating assessment with a senior OT and independently complete at least two assessments using the standardized checklist. I will seek feedback from a supervisor and engage in written self-reflection to assess and show improvement in my skill and confidence.
A	ACHIEVABLE Is the goal realistic given your resources and constraints? Do you have the necessary skills and support? Can the goal be completed within the registration year?	I am interested in, eligible for, and have the time and funding available to complete a course scheduled for April 15, 2026. Several OTs with seniority within my department have expertise in seating assessment and have offered mentorship to colleagues, including invitation to shadow assessments. Our department uses a standardized checklist for seating assessments, which is available to me. I am confident that I will have enough time within the registration year to shadow an assessment and complete at least two assessments independently after completing the course.
R	RELEVANT Does the goal align with your practice and learning needs? Will accomplishing the goal contribute to your developing competency?	Some of the clients I will work with either already use a wheelchair and would benefit from reassessment or would newly benefit from the use of a wheelchair. Seating assessment is part of my new employment role and, since I have not completed many complex wheelchair assessments to date, further education, mentorship and practice opportunity will enhance my competency, particularly in relation to indicator D1.4: "Ensure that skills are adequate to meet practice needs." I am motivated to expand on my existing theoretical knowledge base to develop and apply practical skills in the areas of postural assessment and support, pressure management, and equipment selection.
T	TIME-BOUND When will you start working on the goal? What is the target completion date? Are there any milestones or checkpoints along the way?	I think the course April 15, 2026 will expand my foundational knowledge and mark the formal beginning of working on this goal. Reflecting on my learning after this course will be a checkpoint on my early progress. Shadowing a complex seating assessment will likely be the next step, as an opportunity to observe application of advanced skills and consolidate my knowledge. Then, I will complete at least two independent assessments. I will reflect further on my skill and confidence improvement after completing all of these tasks and seek supervisor feedback.



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STEP 2: WRITE (COMPLETED EXAMPLE)

Let's adapt Template Option 1 From the SMART Goal Worksheet (Fillable) to combine the brainstorming elements from STEP 1 into a comprehensive goal statement:

- The **specific** and **measurable** components must each be directly stated within the goal.
- The **time-bound** component must be selected from the drop-down menu in the online portal, and can also be incorporated into the written goal.
- The **achievable** and **relevant** elements are also important, but are reflected in the overall goal content and may be expanded upon in a reflection.

By September 30th, 2026, I will improve my skill and confidence in conducting wheelchair assessments
T- when? insert date or timeframe *S- what? explain what you will learn, accomplish or develop*

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.
M- how? list the markers that will indicate goal progress, including quantifiers

My improvement will be measured through supervision feedback and self-reflection notes.
M- detail the evidence that will show achieved improvement

The resulting Professional Learning Goal is complete:

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.

Tips:

- A concise goal statement typically consists of 1-2 sentences. Consider moving additional information into a reflection component.
 - Goals that use terms such as “improve” or “update” should be substantiated with evidence to illustrate a “before and after” upon goal completion.
 - You may update your goal throughout the registration year. If your goal has evolved or you have made partial progress toward your goal, update your goal statement to reflect what you have been able to complete.
 - If your goal becomes irrelevant or unachievable, replace your statement with an alternate goal that can be completed within the registration year. Provide rationale for the goal change in your reflections.
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