



## SMART GOAL WORKSHEET

### STEP 1: BRAINSTORM

Use this optional worksheet to fill in details for each goal according to the SMART criteria. This tool can help make your goals clear, focused, and actionable.

|          |                                                                                                                                                                                                      |  |
|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>S</b> | <b>SPECIFIC</b><br>What exactly do you want to achieve?<br>What will you learn? How will this learning impact your practice?<br>What additional details would make your objective clearer to others? |  |
| <b>M</b> | <b>MEASURABLE</b><br>How will you measure achievement of the objective?<br>What will mark goal progress and completion?<br>What details and quantifiers would make these markers more clear?         |  |
| <b>A</b> | <b>ACHIEVABLE</b><br>Is the goal realistic given your resources and constraints?<br>Do you have the necessary skills and support?<br>Can the goal be completed within the registration year?         |  |
| <b>R</b> | <b>RELEVANT</b><br>Does the goal align with your practice and learning needs?<br>Will accomplishing the goal contribute to your developing competency?                                               |  |
| <b>T</b> | <b>TIME-BOUND</b><br>When will you start working on the goal?<br>What is the target completion date?<br>Are there any milestones or checkpoints along the way?                                       |  |



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### STEP 2: WRITE

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Use these optional templates to combine the 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.

You may write your goal in your own statement format, or adapt one of the following templates:

Option 1: By \_\_\_\_\_, I will \_\_\_\_\_ as demonstrated by \_\_\_\_\_.

*T- when? insert date or timeframe*      *S- what? identify what you will learn, accomplish or develop*      *M- how? identify what will mark goal progress and completion*

Option 2: I plan to \_\_\_\_\_ as evidenced through \_\_\_\_\_ by \_\_\_\_\_.

*S- explain what you will achieve*      *M- list progress/completion markers*      *T- insert date or timeframe*

Option 3: My learning objective is to improve \_\_\_\_\_ by \_\_\_\_\_.

*S- define the skill, attitude, and/or judgment you want to develop*      *T- insert date or timeframe*

I will \_\_\_\_\_ to achieve this improvement, as measured through \_\_\_\_\_.

*M- list progress/completion markers*      *M- give example(s) of evidence that will show the "before and after" of your improvement*

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#### 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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