

# Mapping a Path to Success: Goal Setting Made Simple

## Unlocking your potential

As part of their Quality Assurance requirements, every year registrants must complete a learning plan and set goals focused on professional growth and the impact of new learning.

Goal setting is more than just a professional requirement—it's the key to unlocking your potential as an occupational therapist (OT) by:

- Naming your strengths and areas for development
- Keeping you on track to reach your target
- Helping to make practical changes to your practice
- Enhancing client outcomes and experiences

## Occupational therapists told us

OTs achieved incredible goals in 2024! For their learning plan, occupational therapists must set goals related to the *Competencies for Occupational Therapists in Canada*.

Here are the top 5 competencies selected by OTs when setting their goals:



**Culture, equity & justice:** Promote culturally safer, anti-oppressive and inclusive practice



**Record keeping:** Maintain professional documentation



**Contribute:** Contribute to the learning of OTs and others



**Learn:** Ongoing learning and professional development



**Leadership:** Show leadership in the workplace

## Getting started

Starting with a meaningful goal is key. Occupational therapists can use questions like these to guide the development of their goals:

- What are the new or emerging needs in my practice?
- What knowledge and skills would help to address these emerging needs?
- What have I seen from others that I would like to incorporate into my practice?
- Is there feedback from clients, colleagues, or supervisors that can inform my goals?

## Great goal statements

### Clinical Practice






*“To expand my skill set, in the next 6 months, I will complete 5 Initial Neurology Assessments with clients that have experienced work-related concussions. I will assess my progress by meeting with my supervisor to review my documentation and receive feedback for future assessments.”*

### Non-Clinical Practice

*“I will learn two new frameworks, strategies or perspectives pertaining to Indigenous peoples in Ontario that I can utilize towards supporting culturally safer practice in the clinic in the upcoming year. I will share this information with the team during our weekly huddle meeting by October.”*

## Great impact

These are the top 5 impacts that goals had on occupational therapy practice:

-  Better client **outcomes**
-  Improved client **safety**
-  More **collaboration**
-  Enhanced therapeutic **rapport**
-  Increased **evidence-based** practice

## Ready? Set. Go!

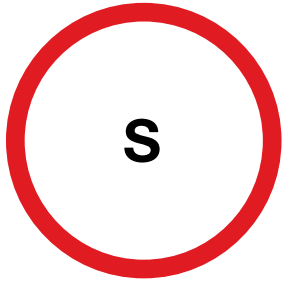
Try using the **SMART** structure worksheet below to complete your annual learning plan!

- **Ideas for goals:** Use it to capture ideas as you begin to think about goals for the year, or
- **Writing goal statements:** Use it while completing the annual learning plan

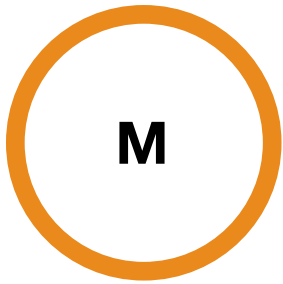
Want help? Contact the Quality Assurance team at [qaprogram@coto.org](mailto:qaprogram@coto.org)

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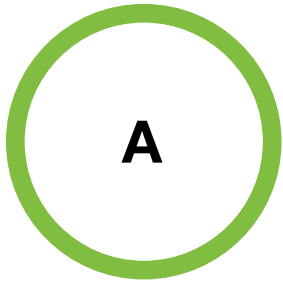
Use the questions below to guide your goals for the year.



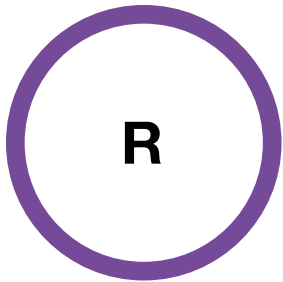
**Specific:** What do I want to accomplish?



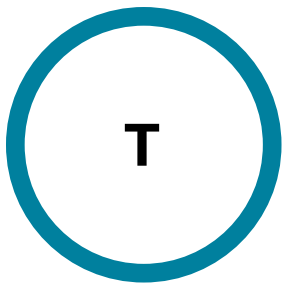
**Measurable:** How will the outcome be measured?



**Achievable:** Is the goal attainable and reasonable?



**Relevant:** How is this applicable to my practice?



**Time:** What is the timeline to accomplish this goal?