

SMART care planning checklist

Specific

- How will the goal be accomplished?
- Who will be are involved in supporting the person to achieve the goal?
- What resources will be needed?
- When is it going to happen?
- Why is this goal important to the person?

Measurable

- 'Benchmark' or 'evaluation' points that will allow you to assess progress
- What success looks like for the goal, and how can you track it along the way?

Attainable/Achievable

- The goal is agreed with the person, their family and their care team
- The goal is important to the person
- The goal stretches a team or person, without being extreme
- The goal can be achieved in a set time frame
- The goal allows for measurable progress

Relevant/Realistic

- Does this seem worthwhile?
- Does this match our other efforts/needs?
- Is this the right time?
- Is it being supported by the right person?

Time-bound

- When should the person be able to successfully complete the goal?
- What should they be able to do six months/six weeks from now?
- What can they do today?

