**INDIVIDUAL WORK PLAN**

**TEMPLATE**











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| --- | --- |
| EMPLOYEE NAME | Name |
| POSITION/ROLE | Role |
| REPORTING MANAGER | Name |
| WORK PLAN PERIOD | MM/DD/YY - MM/DD/YY (Quarter X) |

**OBJECTIVES**

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| **Objective 1:**  |
| RESPONSIBILITIES |
| • Specify tasks and responsibilities related to this objective. |
| ACTIVITIES |
| • List specific tasks/actions to achieve this objective.• Include another activity. |
| OUTCOMES |
| • Define expected outcomes or results related to this objective.• Include another expected outcome. |
| **Objective 2:**  |
| RESPONSIBILITIES |
| • Specify tasks and responsibilities related to this objective. |
| ACTIVITIES |
| • List specific tasks/actions to achieve this objective.• Include another activity. |
| OUTCOMES |
| • Define expected outcomes or results related to this objective.• Include another expected outcome. |

**TIMELINE**

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| **WEEKLY SCHEDULE** |
| MONDAY |  |
| TUESDAY |  |
| WEDNESDAY |  |
| THURSDAY |  |
| FRIDAY |  |
| **MONTHLY MILESTONES** |
| MONTH |  |
| MONTH |  |
| MONTH |  |
| MONTH |  |
| MONTH |  |
| **QUARTERLY GOALS** |
| QUARTER X |  |

**KEY PERFORMANCE INDICATORS (KPIs)**

|  |  |
| --- | --- |
| Target: **XX%** Increase | **KPI 1**: Content |
| Target: **XX%** Increase | **KPI 2**: Content |
| Target: **XX%** Increase | **KPI 3**: Content |



**DEVELOPMENT AND LEARNING**

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| SKILLS ENHANCEMENT |
| Detail any skills to learn or improve upon. |
| TRAINING PLAN |
| Outline any training or development courses. |



**SELF-EVALUATION**

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| EVALUATION CRITERIA |
| Define how you will conduct self-evaluation. |
| REFLECTION AND IMPROVEMENT |
| Encourage self-reflection and improvement strategies. |

**NOTES**

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| * Include any additional thoughts such as future strategies.
* Include another idea.
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