***YOUR ORGANIZATION’S NAME***

**WORK PLAN FOR: *Employee Name* YEAR:**

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| **Month** | | | | |
| **Timeline (week of)** | **Tasks** | **Activity Area** | **Resource(s)** | **Completed** |
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| **Month** | | | | |
| **Timeline (week of)** | **Tasks** | **Activity Area** | **Resource(s)** | **Completed** |
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