***YOUR ORGANIZATION’S NAME***

**Work plan for: *Name of employee* Year:**

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| --- |
| **Area of Activity #1:**  |
| **Overall Objective:**  |
| **TASKS** | **TIMELINE** | **RESOURCES** |
|  |  |  |
|  |  |  |
| **Area of Activity #2:**  |
| **Overall Objective:**  |
| **TASKS** | **TIMELINE** | **RESOURCES** |
|  |  |  |
|  |  |  |
| **Area of Activity #3:**  |
| **Overall Objective:**  |
| **TASKS** | **TIMELINE** | **RESOURCES** |
|  |  |  |
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