***YOUR ORGANIZATION’S NAME***

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

|  |  |  |
| --- | --- | --- |
| **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** |
|  |  |  |
|  |  |  |