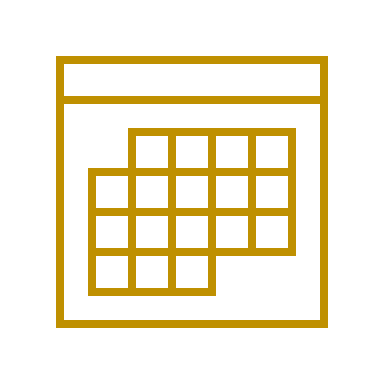
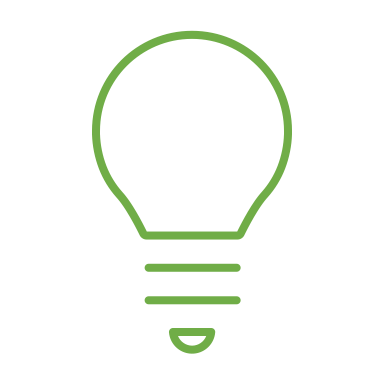
[A green sign with white text

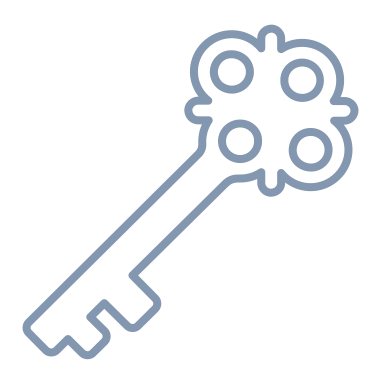
Description automatically generated](https://www.smartsheet.com/try-it?trp=11970&utm_source=template-word&utm_medium=content&utm_campaign=Individual+Work+Plan-word-11970&lpa=Individual+Work+Plan+word+11970)**INDIVIDUAL WORK PLAN**

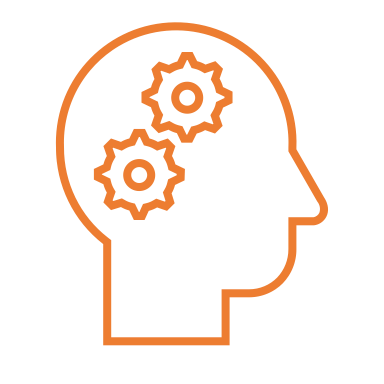
**TEMPLATE**







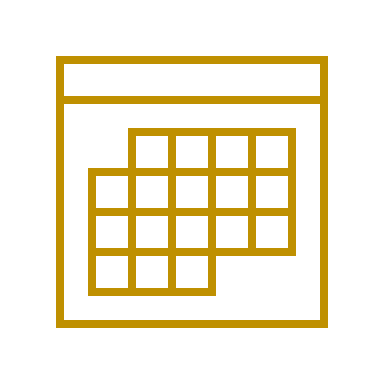




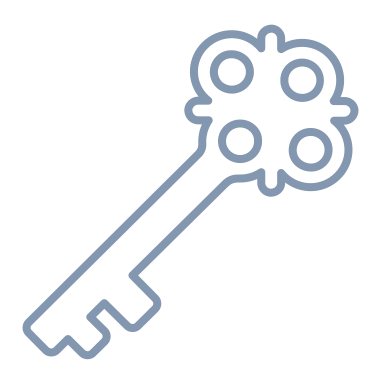
|  |  |
| --- | --- |
| EMPLOYEE NAME | Name |
| POSITION/ROLE | Role |
| REPORTING MANAGER | Name |
| WORK PLAN PERIOD | MM/DD/YY - MM/DD/YY (Quarter X) |

**OBJECTIVES**

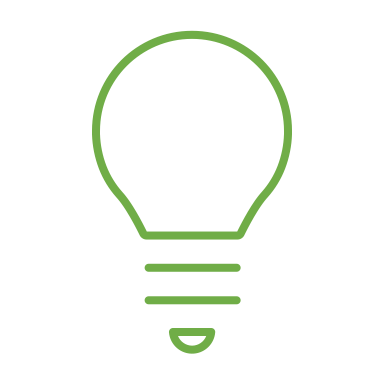
|  |
| --- |
| **Objective 1:** |
| RESPONSIBILITIES |
| • Specify tasks and responsibilities related to this objective. |
| ACTIVITIES |
| • List specific tasks/actions to achieve this objective. • Include another activity. |
| OUTCOMES |
| • Define expected outcomes or results related to this objective.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

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

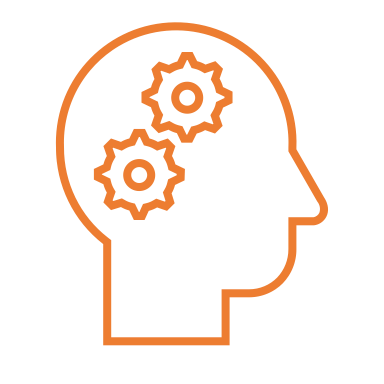
**KEY PERFORMANCE INDICATORS (KPIs)**

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



**DEVELOPMENT AND LEARNING**

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



**SELF-EVALUATION**

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

**NOTES**

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

|  |
| --- |
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