**MONTHLY WORK PLAN TEMPLATE**

****

|  |
| --- |
| MONTH |
|  |  |  |
| EMPLOYEE NAME | Name |
| POSITION/ROLE | Role |
| REPORTING MANAGER | Name |

MONTH

**OBJECTIVES**

|  |
| --- |
| Objective 1:  |
| RESPONSIBILITIES | List specific responsibilities related to this objective. |
| ACTIVITIES | Specify the tasks or activities required to fulfill this objective. Add additional tasks as necessary. |
| OUTCOMES | Expected outcomes or goals for this objective. |
| Objective 2:  |
| RESPONSIBILITIES | List specific responsibilities related to this objective. |
| ACTIVITIES | Specify the tasks or activities required to fulfill this objective. Add additional tasks as necessary. |
| OUTCOMES | Expected outcomes or goals for this objective. |

**TIMELINE**

MONTH

|  |
| --- |
| **WEEKLY SCHEDULE** |
| WEEK 1 | Specify tasks and activities for each week of the month. Add any specific deadlines or milestones. |
| WEEK 2 |   |
| WEEK 3 |   |
| WEEK 4 |   |
| WEEK 5 |   |
| **MILESTONE DATES** |
| MM/DD/YY | List any key dates or important events occurring during the month. |
| MM/DD/YY |   |
| MM/DD/YY |   |
| MM/DD/YY |   |
| MM/DD/YY |   |
| **MONTHLY GOALS** |
| Summarize the overarching goals for the month. |

**KEY PERFORMANCE INDICATORS (KPIs)**

MONTH

|  |  |
| --- | --- |
| KPI 1 | TARGET: Set the target or desired result. |
| KPI 2 | TARGET: Set the target or desired result. |
| KPI 3 | TARGET: Set the target or desired result. |

**DEVELOPMENT AND LEARNING**

MONTH

|  |  |
| --- | --- |
| SKILLS ENHANCEMENT | Specify any skill development plans or learning activities. |
| TRAINING PLAN | List any training sessions or courses to attend. |

**SELF EVALUATION**

MONTH

|  |  |
| --- | --- |
| EVALUATION CRITERIA | Describe how progress will be evaluated. |
| REFLECTION AND IMPROVEMENT | Plan for reflection and areas for improvement. |
| **NOTES** |
|   |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |