**[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=Quarterly+Work+Plan-word-11970&lpa=Quarterly+Work+Plan+word+11970)QUARTERLY WORK PLAN TEMPLATE**

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| --- | --- | --- |
| **QUARTER X** | **YEAR** | Objectives for the quarter |
|  |  | |
| **Q1 OBJECTIVES** | | |
| Objective 1: Name of Objective | | |
| 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: Name of Objective | | |
| 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. | |

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| --- | --- |
| **QX TIMELINE** | |
| **MONTHLY GOALS** | |
| MONTH | List goals or targets for each month within the quarter. |
| MONTH |  |
| MONTH |  |
| **MILESTONE DATES** | |
| MM/DD/YY | Specify any key dates, events, or deadlines in each month |
| MM/DD/YY |  |
| MM/DD/YY |  |
| MM/DD/YY |  |
| **WEEKLY SCHEDULE** | |
| WEEK 1 | Break down tasks and activities by week for each month. |
| WEEK 2 |  |
| WEEK 3 |  |
| WEEK 4 |  |
| WEEK 5 |  |

|  |  |
| --- | --- |
| **QX KEY PERFORMANCE INDICATORS (KPIs)** | |
| 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. |
|  |  |
| **QX LEARNING AND DEVELOPMENT** | |
| SKILLS ENHANCEMENT | Specify any skill development plans or learning activities for the quarter. |
| TRAINING PLAN | List any training sessions or courses scheduled. |
|  |  |
| **QX SELF-EVALUATION** | |
| EVALUATION CRITERIA | Describe how progress will be evaluated. |
| REFLECTION AND IMPROVEMENT | Plan for reflection and areas for improvement. |

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| **NOTES** |
| Notes … |

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