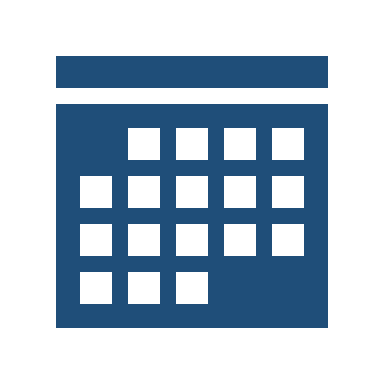
**[A green sign with white text

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

|  |
| --- |
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