**WORK PLAN**

The purpose of the **Work Plan Template** is to break down the goal setting process into smaller, more actionable steps. This template helps with outlining what is needed to accomplish each goal (collaboration, resources, due date or frequency, anticipated obstacles and solutions). The goals can be listed first and then ranked in order of priority in the 1st far left column. Two examples of a completed work plan for one goal are included below.

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|  | **REMEMBER:*** Use SMART goal setting: Specific, Measurable, Attainable, Relevant, and Trackable & Time Bound
* Ensure that goals are linked to one of the **4** R.H. Smith School of Business strategic goals, in addition to the department’s strategic plan and goals.
* Track progress made throughout the year to stay on target with both work and professional development goals.
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| **WORK PLAN TEMPLATE EXAMPLE #1** |
| **Rank****#** | **Goal & Sub Tasks** | **Collaboration Needs** | **Resource Needs** | **Date Due or****Frequency** | **Anticipated Obstacle** | **Solution** | **Progress Made** |
|  | **Goal****Sub Tasks** |  |  |  |  |  |  |
| **WORK PLAN TEMPLATE EXAMPLE #2** |
| **Rank****#** | **Goal & Sub Tasks** | **Collaboration Needs** | **Resource Needs** | **Date Due or****Frequency** | **Anticipated Obstacle** | **Solution** | **Progress Made** |
|  | **Goal****Sub Tasks**  |  |  | **Phase I:** **Phase II:****Phase III:****Phase IV:**.  |  |  |  |

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| **WORK PLAN TEMPLATE** |
| **Rank****#** | **Goal & Sub Tasks** | **Collaboration Needs** | **Resource Needs** | **Date Due or****Frequency** | **Anticipated Obstacle** | **Solution** | **Progress Made** |
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