**SAMPLE WORK PLAN**

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|  |  |  |  |  |  | **YOUR ORGANIZATION’S NAME** |  |  |
|  |  | **WORK PLAN FOR: EMPLOYEE NAME** |  |  |  | **YEAR:** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  | **Month** |  |  |  |  |
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|  |  | **Timeline** |  |  |  |  |  |  |  |  |
|  |  | **(week** |  | **Tasks** |  | **Activity Area** |  | **Resource(s)** | **Completed** |
|  |  | **of)** |  |  |  |  |  |  |  |  |
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**Month**

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**Timeline**

**(week** **Tasks** **Activity Area** **Resource(s)** **Completed**

**of)**