

## Generic Work Plan Template

Employee:			
Position:		Date:	

How my work connects to the recreation/community plan:	
How do I make sure this connection happens:	
My goals for the upcoming year:	
Desired Outcomes/Results: (How will I know my work is effective?)	
What challenges might I face?	
What training or resources can help me overcome the challenges?	
Overview of main activities for the year:	

Major activities for each month are:

January	February	March
April	May	June
July	August	September
October	November	December