**ANNUAL WORK PLAN TEMPLATE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| YEAR: **20XX**

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 |  |  | Vision for the year… |
| KEY RESULT AREAS (KRAs) or FOCUS AREAS |
| KRAs | KRA 1 | KRA 2 | KRA 3 |
| GOALS FOR EACH KRA |
|  | KRA1 | KRA2 | KRA3 |
|  |   |   |   |   |   |   |
| GOAL | Goal | Goal | Goal |
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|  |   |   |   |   |   |   |  |
| ACTIVITIES | List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. |  |
| List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. |  |
| List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. | List the activities/tasks to complete to achieve your goal. |  |
|  |   |   |   |   |   |   |  |
| OUTCOMES | Specify the expected outcomes or measurable objectives to reach to achieve your goal. | Specify the expected outcomes or measurable objectives to reach to achieve your goal. | Specify the expected outcomes or measurable objectives to reach to achieve your goal. |  |
| Specify the expected outcomes or measurable objectives to reach to achieve your goal. | Specify the expected outcomes or measurable objectives to reach to achieve your goal. | Specify the expected outcomes or measurable objectives to reach to achieve your goal. |  |
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| QUARTERLY MILESTONES AND ACTIVITIES |  |
| QUARTER 1 | Milestones and activities |  |
| QUARTER 2 | Milestones and activities |  |
| QUARTER 3 | Milestones and activities |  |
| QUARTER 4 | Milestones and activities |  |
|  |   |   |   |   |   |   |  |
| ANNUAL EVALUATION AND REFLECTION |  |
| ACHIEVEMENTS | Highlight the major accomplishments you achieved during the year. |  |
| CHALLENGES FACED | Identify and describe the challenges you faced. |  |
| LEARNINGS AND IMPROVEMENTS | Reflect on the key lessons you learned and areas for improvement. |  |
| ACTION PLAN FOR NEXT YEAR | Based on your evaluation of the current year, outline plans or strategies for the following year. |  |

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