[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=Annual+Work+Plan-word-11970&lpa=Annual+Work+Plan+word+11970)**ANNUAL WORK PLAN TEMPLATE**

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