

Annual Work Plan Worksheet

Area of Responsibility #1: Very brief description of one area of responsibility (must serve the goals of the strategic plan).	
Aspiration/Impact Statement How will the program, project, or area be improved, enhanced, or changed this year? (Brief impact statement that paints a picture of the ideal that you hope to achieve.)	
Expectations: Deliverables with Success Measures: "What I intend to get/achieve as a result of my actions" and "I know I succeeded when..." (measurable, time framed, outcome and impact focused, and meets expectations).	Expectations: Key Duties/Tasks/Activities: "What I do to pursue the outcomes I aspire to achieve?" These are the key activities—not all activities. Begin each description with a verb.

Area of Responsibility #2: Very brief description of one area of responsibility (must serve the goals of the strategic plan).

Aspiration/Impact Statement How will the program, project, or area be improved, enhanced, or changed this year? (Brief impact statement that paints a picture of the ideal that you hope to achieve.)

Expectations: Deliverables with Success Measures: "What I intend to get/achieve as a result of my actions" and "I know I succeeded when..." (measurable, time framed, outcome and impact focused, and meets expectations).

Expectations: Key Duties/Tasks/Activities: "What I do to pursue the outcomes I aspire to achieve?" These are the key activities—not all activities. Begin each description with a verb.

Area of Responsibility #3: Very brief description of one area of responsibility (must serve the goals of the strategic plan).

Aspiration/Impact Statement How will the program, project, or area be improved, enhanced, or changed this year? (Brief impact statement that paints a picture of the ideal that you hope to achieve.)

Expectations: Deliverables with Success Measures: "What I intend to get/achieve as a result of my actions" and "I know I succeeded when..." (measurable, time framed, outcome and impact focused, and meets expectations).

Expectations: Key Duties/Tasks/Activities: "What I do to pursue the outcomes I aspire to achieve?" These are the key activities—not all activities. Begin each description with a verb.

Area of Responsibility #4: Very brief description of one area of responsibility (must serve the goals of the strategic plan).

Aspiration/Impact Statement How will the program, project, or area be improved, enhanced, or changed this year? (Brief impact statement that paints a picture of the ideal that you hope to achieve.)

Expectations: Deliverables with Success Measures: "What I intend to get/achieve as a result of my actions" and "I know I succeeded when..." (measurable, time framed, outcome and impact focused, and meets expectations).

Expectations: Key Duties/Tasks/Activities: "What I do to pursue the outcomes I aspire to achieve?" These are the key activities—not all activities. Begin each description with a verb.

Area of Responsibility #5: Very brief description of one area of responsibility (must serve the goals of the strategic plan).

Aspiration/Impact Statement How will the program, project, or area be improved, enhanced, or changed this year? (Brief impact statement that paints a picture of the ideal that you hope to achieve.)

Expectations: Deliverables with Success Measures: "What I intend to get/achieve as a result of my actions" and "I know I succeeded when..." (measurable, time framed, outcome and impact focused, and meets expectations).

Expectations: Key Duties/Tasks/Activities: "What I do to pursue the outcomes I aspire to achieve?" These are the key activities—not all activities. Begin each description with a verb.