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|  | EMPLOYEE WORK PLAN | | | |  |
|  | COMPANY NAME | | | |  |
|  |  |  |  |  |  |
|  | EMPLOYEE: | ID: | DEPARTMENT: |  |  |
| GOAL  AREA  ACTIONS  DEADLINE | **John Doe** | **225008** | **Sales** |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  | Increase daily sales calls by 20% by the end of the month. | SALES STRATEGY | ê Increase sales calls ê Send vouchers with promo code ê Email campaign | 31/09/2023 |  |
|  | Taking charge of producing the social media strategy for the next quarter. | MARKETI NG STRATEGY | ê Online marketing training ê Make plans for colleagues ê Creating budget | 31/12/2023 |  |
|  | Volunteer to run at least one team meeting before the end of the quarter. | TEAM ORGANIZATION | ê Sign in to volunteer ê Prepare meeting agenda | 31/09/2023 |  |
|  | Take a writing course. | PERSONAL TRAINING | ê Make 2h space for this activity ê Sign up for the course ê Do homework | 05/02/2024 |  |
|  | Attend a GrowSales conference to extend my professional network. | SALES NETWORK | ê Report attendance before 10-2023 ê Book accommodation in Houston ê Share promotional material | 07/01/2024 |  |
|  | Fusce posuere, magna sed pulvinar ultricies. | LOREM IPSUM | ê Activity #1 here ê Describe action #2 ê Course of action #3 | 31/12/2024 |  |
|  | Lorem ipsum dolor sit amet. | LOREM IPSUM | ê Activity #1 here ê Describe action #2 ê Course of action #3 | 31/12/2024 |  |
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