

MONTHLY WORK PLAN

WORK SCHEDULE

work schedule

Name: Date:		date:			
department:		Position			
Summary of this week's work					
content of the week	serial number	Contents of work plan	Importance	Completion of work plan	Reason for not completing
	1		★		
	2				
	3		★		
	4				
	5		★		
	6				
unfinished work last week	1		★		
	2				
	3		★		
	4				
next week's work plan					
What to do next week		Contents of work plan	Importance	Specific work content and actions	
	1				
	2				
	3				
	4				
	5				
	6				
Note: There will be a meeting every Friday afternoon to summarize the work of the week and report on the work plan for the n					