General advice on handling personnel problems may not be applicable to specific situations. Be sure to check with your human resources advisors for guidance in your particular personnel situation.

MEMORANDUM

DATE:

TO:

FROM:

SUBJECT: Work Planning

In providing you your midyear evaluation, I made a number of comments about your attention to work and your need for improved work planning. In observing your work, I have noted that you do not focus well on the work nor do you appear to have a plan that you follow to organize your projects or focus your efforts. This is to provide you guidance and direction that I believe will help you focus your efforts better and more efficiently.

**Overall Work Project Status**

I am having difficulty getting a handle on your work in progress. It is important for me to know what you are working on; what is the status re: completion; and what is the estimated completion date. Therefore, by DATE, please prepare a list of the projects you are working on. For each state the nature of the project, what needs to be done, and outline the estimated completion date as well as any crucial milestones that must be met to meet the estimated completion date. This plan will be used as the basis for future reporting in the weekly plan discussed below.

**Daily Activities Planning**

Take the last fifteen (15) minutes of each work day to prepare for me a written summary of your accomplishments on that day and a list of your goals and action items for the next day. These should be organized by the assignments that you are working on. The list of accomplishments should indicate the amount of time you spent on each, if longer than ½ hour. Email the summary to me before you leave each day. If you are on an assignment out of the office, use your laptop to connect and provide the information.

**Weekly Plan**

Along with the daily plan, each Friday provide me a list of your goals for the next week. In doing so, address the previous week’s goals and include a brief note reporting your progress on each or explaining any lack of progress.

**Project Planning and Research**

When you are assigned a project, you are to develop a project plan for my review. The format of the plan is to include:

A. A list of measurable objectives for the project;

B. A project time line including significant events leading to project conclusion and the time from assignment of the project in days until each is expected to be completed;

C. A list of research requirements including any internet time that may be required.

You should consider my comments in this memorandum as both guidance and direction. If you don’t understand what I expect from you in any of the above, you should let me know immediately so I might clarify the guidance or direction for you. Otherwise, you are to consider this guidance and direction effective upon your receipt of it. You should begin performing these activities immediately.

- See more at: http://www.fedsmith.com/2006/04/03/work-planning-memo/#sthash.cPjHk9R8.dpuf