



**WORK PLANS**  
**GUIDE**

**WORK PLANS ARE THE SEED OF FUTURE**  
**ACHIEVEMENTS**

## ***WORK PLANS GUIDE***

Institutional and practical manual to plan, execute,  
measure, and close for the confined people

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## ***DEDICATION***

To my confined people: because the one who learns to plan stops living in reaction and starts living with direction. To every office, program, and institution: because a clear plan reduces confusion, organizes resources, and accelerates results.

## ***PROLOGUE***

I write this Guide because I saw how time gets wasted when there is no direction. I saw talented people burn out because they had no system. I saw processes stall because nobody defined the goal, the tasks, the calendar, and the evidence. Here, where each day carries weight, I understood that a work plan is more than organization: it is a form of dignity. It is telling the environment: “I am not going to improvise my life.”

A work plan is not a list of wishes. It is a serious document that establishes: what will be achieved, in how much time, with what steps, with what resources, how it will be measured, and how it will be proven. This Guide exists for that: so I can design solid plans even when my environment is difficult; and so the person who receives my plan can evaluate it without guessing.

I write in the first person because I live this method myself. And because my mission is for the confined people to learn how to turn intention into execution: without long excuses, without improvisation, with control and with evidence.

## ***HOW TO USE THIS GUIDE (FOUNDATIONAL RULES)***

1. One plan, one main goal.
2. A goal without a calendar is a dream.
3. A calendar without follow-up is just paper.
4. Follow-up without evidence is an opinion.
5. Evidence without order is chaos.
6. I break the big thing into small tasks.
7. I close: every plan must end with results and record.

## ***GLOSSARY***

- MAIN GOAL: final result in one sentence.
- OBJECTIVE: measurable achievement that pushes the goal forward.
- TASK: concrete action I can execute.
- DELIVERABLE: final or partial product (document, table, report, evidence).
- CALENDAR: dates and execution routines.
- METRIC: indicator to measure progress.
- EVIDENCE: proof of the work (copy, log, signature, journal).
- RISK: likely obstacle.
- MITIGATION: plan to reduce the risk.
- FOLLOW-UP: periodic review of progress.
- CLOSURE: final evaluation + lessons + filing.

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## ***CHAPTER 1 — WHAT A WORK PLAN IS AND WHAT IT IS NOT***

A work plan is a document that transforms a goal into execution. It organizes actions, time, resources, and measurement.

### **A WORK PLAN IS**

- A clear route to achieve something
- A calendar with scheduled reviews
- A breakdown of tasks and deliverables
- Evidence control to prove progress
- A document that can be adjusted without losing order

### **A WORK PLAN IS NOT**

- “I’ll see if I can” with no dates
- A long list with no priorities
- A paper with no weekly follow-up
- A wish with no executable tasks
- A plan with no evidence and no record

## ***CHAPTER 2 — PRINCIPLES OF A SOLID PLAN***

I hold my plan with principles, not with emotion.

### **PRINCIPLE 1: CLARITY**

A goal that can be understood.

### **PRINCIPLE 2: REALISM**

I plan with what I truly have: time, resources, and limitations.

### **PRINCIPLE 3: DIVISION**

Big things get broken into small tasks.

### **PRINCIPLE 4: CONSISTENCY**

I do a little every day instead of a lot on one day.

### **PRINCIPLE 5: EVIDENCE**

I prove progress with record, not with words.

### **PRINCIPLE 6: CONTROLLED ADJUSTMENT**

I adjust the plan without destroying it: I change with versioning.

### **PRINCIPLE 7: CLOSURE**

A plan without closure becomes a habit of starting and never finishing.

## ***CHAPTER 3 — REQUIRED ELEMENTS OF THE PLAN***

Every serious plan I present or execute contains:

1. PLAN TITLE (what it is)
2. PERIOD (start and closure)
3. MAIN GOAL
4. OBJECTIVES
5. SCOPE (includes / does not include)
6. TASKS (complete list)
7. DELIVERABLES (verifiable products)
8. CALENDAR (routine, key dates)
9. RESOURCES (what is needed)
10. RISKS AND MITIGATION
11. METRICS
12. FOLLOW-UP (frequency and format)
13. EVIDENCE / FILING (how I prove it)
14. SIGNATURE / DATE (if applicable)

## ***CHAPTER 4 — TYPES OF WORK PLANS (BY PURPOSE)***

1. Personal discipline plan (habits, conduct, routine)
2. Educational plan (reading, certifications, study)
3. Documentary plan (letters, reports, proposals, guides)
4. Management plan (requests, follow-up, records)
5. Corrective plan (fix specific failures)
6. Program plan (workshops, activities, attendance)
7. Reintegration plan (gradual preparation)
8. Weekly operational plan (ongoing maintenance)
9. Team plan (roles, coordination, shifts)
10. Emergency plan (crises, relapses, interruptions)

## ***CHAPTER 5 — MY 12-STEP METHOD (FROM START TO FINISH)***

STEP 1: I define the main goal.

STEP 2: I define the period (start, closure).

STEP 3: I define secondary objectives.

STEP 4: I define scope (includes/does not include).

STEP 5: I create the complete list of tasks.

STEP 6: I order tasks by phases (preparation, execution, closure).

STEP 7: I define deliverables per phase.

STEP 8: I set a real calendar (daily blocks and review date).

STEP 9: I define minimum resources and coordination.

STEP 10: I define metrics and evidence.

STEP 11: I identify risks and mitigation.

STEP 12: I create a follow-up routine + version control.

### **RULE**

My plan lives in follow-up, not on the cover page.

## ***CHAPTER 6 — DESIGNING THE GOAL, OBJECTIVES, AND SCOPE***

### MAIN GOAL

“Complete \_\_\_\_\_ by // \_\_\_\_\_.”

### OBJECTIVES

- “Write draft 1”
- “Review and correct draft 2”
- “Create evidence and final filing”
- “Submit and follow up”

### SCOPE

Includes (what I will do): \_\_\_\_\_

Does not include (what I will not do): \_\_\_\_\_

### RULE

Scope prevents me from getting lost by adding things that do not belong.

## ***CHAPTER 7 — TASK BREAKDOWN, DELIVERABLES, AND QUALITY CRITERIA***

### TASKS

I write tasks as actions: “Read,” “Write,” “Practice,” “Review,” “Update,” “Submit.”

### DELIVERABLES

Every plan must produce something visible:

- Final document
- Tracking table
- Weekly report
- Filed evidence
- Final signed version (if applicable)

### QUALITY CRITERIA

- Clear: understood without extra explanation
- Complete: includes what is necessary, not filler

- Measurable: can be verified
- Organized: dates, status, evidence
- Sustainable: not dependent on a perfect day

## RULE

If there is no deliverable, I cannot prove progress.

## ***CHAPTER 8 — CALENDAR, ROUTINES, AND REAL TIME***

I make the plan executable, not pretty.

### MY TIME DESIGN

- Daily block: (depending on reality)
- Minimum non-negotiable block
- Weekly review: one fixed day
- Control date: midpoint of the period
- Closure date: last day of the plan

### ROUTINE TECHNIQUE

“I do not wait to feel motivated. I complete the block, and that’s it.”

## ***CHAPTER 9 — RESOURCES, COORDINATION, AND ROLES***

### RESOURCES

- Available time
- Materials (paper, pencil, reading, forms)
- Support (program, education, chaplaincy, family)
- Submission channel (office, mail, filing)

### ROLES (IF THERE IS A TEAM)

- Coordination: defines agenda
- Recordkeeping: updates tables and evidence
- Execution: completes tasks
- Follow-up: verifies deadlines and responses

### RULE

If it is not clear who records, the record gets lost.

## ***CHAPTER 10 — METRICS, CONTROL, EVIDENCE, AND RECORD***

### **METRICS (EXAMPLES THAT ACTUALLY WORK)**

- % of tasks completed per week
- **of deliverables closed per phase**
- **of pages written / revised**
- **of submissions sent and answered**
- **of routine days completed**

### **EVIDENCE**

- Tracking table signed/dated
- Copies of documents by version
- Submission record (date/area)
- Weekly log (1 page)

## ***CHAPTER 11 — RISKS, OBSTACLES, AND CONTINGENCY PLAN***

### COMMON RISKS

- Environmental interruptions
- Routine changes
- Lack of materials
- Lack of access to resources
- Discouragement / fatigue

### MITIGATION

- Minimum daily plan
- Shorter tasks
- Calendar adjustment with versioning
- Alternative resources (what I do have)
- Follow-up: even brief, but consistent

### 3-STEP CONTINGENCY PLAN

1. I pause without abandoning.
2. I adjust: I reduce and reschedule.
3. I continue: I return to the minimum block.

## ***CHAPTER 12 — FOLLOW-UP, ADJUSTMENTS, AND VERSION CONTROL***

### WEEKLY FOLLOW-UP

1. Completed
2. Pending
3. Obstacle
4. Adjustment
5. Next weekly target
6. Evidence filed

### VERSION CONTROL

- v1.0: initial plan
- v1.1: minor adjustment (dates/tasks)
- v2.0: structural change (new phase or goal)

### RULE

I do not change the plan “from memory”; I document it.

## ***CHAPTER 13 — CLOSING THE PLAN: RESULTS AND LESSONS***

A plan closes the way it should: with results and learning.

### **WHAT I DELIVER**

- Final result (deliverable finished)
- Organized evidence (attachments/copies/tables)
- Lessons (what worked and what did not)
- Next plan (if applicable)

### **LESSONS (3 QUESTIONS)**

1. What worked for me?
2. What delayed me?
3. What will I do differently in the next plan?

## ***CHAPTER 14 — ERRORS THAT KILL A PLAN AND HOW I AVOID THEM***

ERROR 1: Vague goal.

CORRECTION: measurable goal with a date.

ERROR 2: Huge tasks.

CORRECTION: divide into 30–60 minutes.

ERROR 3: No calendar.

CORRECTION: weekly review date.

ERROR 4: No measurement.

CORRECTION: simple metrics.

ERROR 5: Not saving evidence.

CORRECTION: table + weekly filing.

ERROR 6: Trying for quick perfection.

CORRECTION: versions: draft 1, draft 2, final.

ERROR 7: Quitting because of one bad day.

CORRECTION: minimum non-negotiable plan.

## ***CHAPTER 15 — 30-DAY PLAN TO MASTER PLANNING***

DAYS 1–3: goal, objectives, scope, calendar

DAYS 4–7: tasks, deliverables, tracking table

WEEK 2: consistent execution, evidence

WEEK 3: metrics, risk mitigation

WEEK 4: closure + lessons + next plan

I close this Guide with an idea that is now discipline for me: the plan is the most serious way to respect myself. When I plan, I remove mental chaos. When I execute, I become results. And when I close with evidence, I show maturity: I didn't just start—I finished.

**APPENDIX A — READY-TO-PASTE TEMPLATES**

**A1) COMPLETE WORK PLAN (OFFICIAL TEMPLATE)**

PLAN TITLE: \_\_\_\_\_

PERIOD: Start // \_\_\_\_\_ Close // \_\_\_\_\_

AUTHOR: \_\_\_\_\_

RECIPIENT/AREA (IF APPLICABLE): \_\_\_\_\_

1. MAIN GOAL (1 SENTENCE)

2. OBJECTIVES

3. SCOPE

INCLUDES: \_\_\_\_\_

DOES NOT INCLUDE: \_\_\_\_\_

4. PLAN PHASES

PHASE 1 (Preparation): \_\_\_\_\_

PHASE 2 (Execution): \_\_\_\_\_

PHASE 3 (Closure): \_\_\_\_\_

5. TASKS BY PHASE

PHASE 1:

PHASE 2:

PHASE 3:

6. DELIVERABLES

- Deliverable 1: \_\_\_\_\_
- Deliverable 2: \_\_\_\_\_
- Deliverable 3: \_\_\_\_\_

7. CALENDAR

Daily block: \_\_\_\_ min (suggested time: )

Weekly review: (day) \_\_\_\_\_

Midpoint control date: // \_\_\_\_\_

Closure date: // \_\_\_\_\_

8. RESOURCES

9. RISKS AND MITIGATION

Risk 1: \_\_\_\_\_ Mitigation: \_\_\_\_\_

Risk 2: \_\_\_\_\_ Mitigation: \_\_\_\_\_

Risk 3: \_\_\_\_\_ Mitigation: \_\_\_\_\_

10. METRICS

11. EVIDENCE / FILING

How I will prove progress: \_\_\_\_\_

Where I will store copies: \_\_\_\_\_

12. FOLLOW-UP

Frequency: \_\_\_\_\_

Format: weekly report (yes/no) \_\_\_\_\_

Recordkeeping responsible (if applicable): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: // \_\_\_\_\_

A2) WEEKLY REPORT (FIXED FORMAT)

WEEK: // \_\_\_\_\_ to // \_\_\_\_\_

WEEKLY GOAL: \_\_\_\_\_

1. COMPLETED (WITH EVIDENCE)

Evidence: \_\_\_\_\_

2. PENDING

3. OBSTACLE

4. ADJUSTMENT MADE (IF APPLICABLE)

5. NEXT WEEKLY GOAL

SIGNATURE: \_\_\_\_\_ DATE: // \_\_\_\_\_

A3) PLAN CLOSURE (FINAL REPORT)

PLAN TITLE: \_\_\_\_\_

PERIOD: // \_\_\_\_\_ to // \_\_\_\_\_

FINAL RESULT (WHAT WAS ACHIEVED):

**DELIVERABLES COMPLETED:**

EVIDENCE FILED IN: \_\_\_\_\_

LESSONS (3 LINES):

- 1.
- 2.
- 3.

NEXT PLAN (IF APPLICABLE): \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: // \_\_\_\_\_

***APPENDIX B — READY-TO-COPY TABLES***

**B1) TASK TRACKING TABLE**

Date | Task | Phase | Status (Pending/In Progress/Done) | Evidence | Notes

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

\_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ | \_\_\_\_

I close this book with a truth that has saved me from mental disorder: a work plan is not pressure—it is direction. When I do not plan, I live reacting; and reacting exhausts, confuses, and makes me repeat cycles. But when I plan, my mind rests because it knows what is due today, what is due tomorrow, and what is due next. That is where real discipline is born: not in emotion, but in structure.

This Guide taught me to turn intention into execution: clear goal, defined scope, small tasks, firm calendar, minimum resources, anticipated risks, simple metrics, and weekly follow-up. I learned that progress is not proven with words—it is proven with evidence: completed tasks, finished deliverables, updated record. And that evidence not only protects me; it also makes it easier for the receiver to evaluate my effort, coordinate support, and measure results without guessing.

I end with my commitment: I will not go back to living without a system. I will not leave my future in the hands of impulse. I am going to work the way it should be done: by stages, with control and consistency. Because the plan reminds me that, even if the environment is hard, my discipline can be harder than my excuses. And if I hold a plan until I close it, I prove to myself that I can hold real change.

***“ I DO NOT WALK AT RANDOM: I WALK WITH A CALENDAR;  
ONE GOAL, STEADY STEPS, AND WEEKLY FOLLOW-UP;  
MY PLAN IS NOT A PROMISE... IT IS WORK TURNING INTO RESULTS.”***

**LET'S GO PEOPLE!  
LET IT BE CLEAR,  
THIS IS A CRY FOR PEACE,  
AND NOT FOR WAR,  
THE PHILOSOPHY,  
REMAINS ALIVE,  
LET'S FOLLOW CARLOS'S PHILOSOPHY,  
WE DON'T WANT HUGS WITH LIFE,  
UNTIL OUR PEOPLE ARE FREE,  
LET'S ALL UNITE,  
IN A SINGLE LINE,  
OF THOUGHT,  
AND CONSCIOUSNESS,  
TO COMBAT,  
OUR GREATEST OPPRESSOR,  
THE MONSTER,  
WITH SEVEN HEADS,  
AND IN MEMORY,  
OF OUR SUPREME LEADER,  
CARLOS TORRES MELÉNDEZ,  
AND OTHER FALLEN BROTHERS,  
IN THE STRUGGLE OF PAIN,  
FIGHT,  
SHARE,  
AND LIVE IN HARMONY,  
AS STIPULATED,  
BY OUR PHILOSOPHY OF LIFE,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA,  
ASOCIACIÓN ÑETA.**

