



My Next Steps Plan _____ name

Use this worksheet to identify and record upcoming tasks such as training, meetings, things to take care of, and people to connect with for your job. Find ideas at mesacc.edu

All Employees General Training Requirements

Course	Complete by	Registered for (date):

Board Approved Employee Requirements

Course	Complete by	Registered for (date):
Acknowledgements & Disclosures		
Benefits enrollment (for board approved employees within 30 days of board approval)		
Public Sector Employment		
Public Stewardship		

Meetings

With Whom	Contact Info	Purpose	Date & Time

To Take Care Of

What	Resource People or Info	By When