Creating Your Plan of Work

1. Log into AIMS using your Active Directory password (aims.uada.edu or through the AIMS link on https://uada.edu/employees/default.aspx).

2. Click "**My Plan**"

my Plan	my Reporting	Results

3. Select the first **Program Name** you would like to include in your IPOW.
   (NOTE: To view contents of each planned program area, under Frequently Asked Questions in AIMS Help, there is a list of all the goals included in AIMS.)

Create your Plan Of Work
Preview IPOW Summary FY 2023 (10/1/22 - 9/30/23)   FY 2022 (10/1/21 - 9/30/22)
Program Name()
2023 4-H Youth Development
2023 Agriculture and Natural Resources
2023 Community, Professional & Economic Development
2023 Family & Consumer Sciences

4. Select the **Goal Number** of each area to be included in your IPOW.

4-H Youth Development   Printer-Detail

FY2022 **4-H Youth Development**: Enriching Arkansas children's lives through 4-H Positive
Goal# 1 Youth Development priority programs, activities, and volunteer development.

Obj.# **4-H Healthy Living** - (Non Snap Ed/EFNEP) will increase knowledge and

5. Complete **Staff Days for Goal** (total for entire goal, not for one objective).

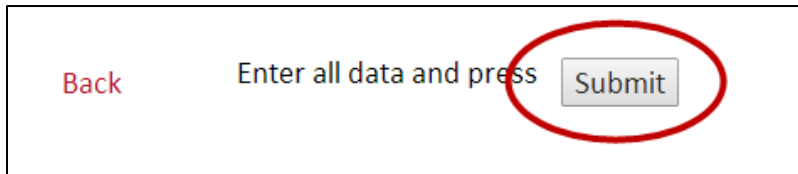| Program:	4-H Youth Development
Goal:	1# **4-H Youth Development**: Enriching Arkansas children's lives through 4-H Positive Youth Development priority programs, activities, and volunteer development.
Staff Days for Goal	0 To Delete an objective from this IPOW, put a 0 in Audience #

6. For each appropriate objective, fill in/select the following:
    A. **Projected Audience Number** (how many do you think you will reach in this objective?)
    B. **Projected Audience Type** (who do you think you will target in this objective?)
    C. **Direct Methods** (how do you think you will reach clientele?)

NOTE: Hold down the CTRL key to select multiple choices (i.e. audience and methods).

Obj.# 1 **4-H Healthy Living** - (Non Snap Ed/EFNEP) will increase knowledge and skills to lead healthy lives that balance physical, emotional and social health. **Contact - Amanda Welch -** awelch@uada.edu

A **Projected Audience Number:**

B **Projected Audience Type:**
Adults
Volunteers
Youth

C **Direct Methods**
Demonstrations
Educational Class: One session
Educational Class: Series 2-4 sessions
Educational Class: Series 5 or more sessions
Farm/Landowner Visit

7. Click "**Submit**" after completing each of the desired objectives for the goal.

8. Repeat Steps 3-7 for each of the other planned program areas and goals to be included in your IPOW.

> **NOTE:** County Extension Agents should be planning for 50% of their time, which is generally 113 days. Others need to check with their supervisor on what percentage of their time should be included in their IPOW. State level employees generally plan approximately 75% of their Extension time, which is generally 170 days for a full time Extension appointment.

9. When your IPOW is complete, click **"Send Email"** at the top of the myPlan page. This will send an email to your supervisor requesting review of your IPOW.
   -If revisions are requested by your supervisor, an email will be sent back to you.
   -As soon as "Send Email" has been clicked, you can begin reporting in the My Reporting page.

If you have questions or problems as you create your IPOW, please contact the Community, Professional, and Economic Development Department at 501-671-2078.