



StEPs-UT PILOT | COVEY'S TIME MANAGEMENT TEMPLATE

	Extreme	High	Medium	Low	Idle
example	Current:				
	Committee Meetings	Cataloguing collections		Audience development	Building maintenance
	Would like to be:				
	Audience development	Seeking out relevant collections	Building maintenance	Cataloguing collections	Boring meetings

	Extreme	High	Medium	Low	Idle
Current:					
Would like to be:					