

# Managing Your PBS Time

List a PBS Goal for your team/school for this year:

Break down this goal into small manageable steps

1. \_\_\_\_\_ (I, M, R)
2. \_\_\_\_\_ (I, M, R)
3. \_\_\_\_\_ (I, M, R)
4. \_\_\_\_\_ (I, M, R)
5. \_\_\_\_\_ (I, M, R)
6. \_\_\_\_\_ (I, M, R)
7. \_\_\_\_\_ (I, M, R)
8. \_\_\_\_\_ (I, M, R)
9. \_\_\_\_\_ (I, M, R)
10. \_\_\_\_\_ (I, M, R)
11. \_\_\_\_\_ (I, M, R)
12. \_\_\_\_\_ (I, M, R)
13. \_\_\_\_\_ (I, M, R)
14. \_\_\_\_\_ (I, M, R)
15. \_\_\_\_\_ (I, M, R)

Be sure to categorize each small step as:

I = Important

M = Medium priority

R = routine