

Prioritize Your Decisions

Leadership often involves making countless decisions each day—some urgent, others important, and many that can become distractions. Use the reflection questions and the following table to help prioritize your current and upcoming decisions.

- What kinds of decisions are consuming most of your time right now?
- Are you responding reactively, or are you making space for proactive, thoughtful choices?
- How do you distinguish between urgent tasks and important long-term priorities?

Decision or Task	Urgency Level (High, Medium, Low)	Alignment With Long-Term Goals (Yes, No)	Action Step or Delegation Plan