



2. Leadership Priority Matrix

Purpose: To help leaders make wise decisions about how to spend time by distinguishing **urgent vs. important** tasks — an excellent coaching tool for RELA Visionary Members.

RELA Priority Matrix

Quadrant	Definition	Example Tasks	Action Plan
I. Urgent & Important	Tasks that require immediate attention and directly impact goals.	Sermon prep due tomorrow, family emergency, event deadline	Do first / Today
II. Not Urgent but Important	Long-term, strategic work that builds ministry or leadership.	Vision planning, staff development, prayer retreat	Schedule intentionally
III. Urgent but Not Important	Distractions or interruptions that feel urgent but don't move vision forward.	Some emails, minor admin, social media messages	Delegate or limit time
IV. Not Urgent & Not Important	Low-value activities that consume energy without results.	Excess TV, gossip, unproductive scrolling	Eliminate or minimize

Instructions for Use

1. List all tasks for your week.
2. Place each task into the appropriate quadrant.
3. Focus your energy on **Quadrant II** (important but not urgent) — where true leadership development happens.

RELA Coaching Note “Time stewardship reflects heart stewardship. How you order your day reflects what you value most.” — *Bishop David Luckey Jr.*