

# SYSTEM REBOOT

30 micro-actions for education leaders who want to  
prioritize people over pixels.



No email or Slack for first 60 minutes of your day.



Turn off all non-essential phone push notifications.



Log out of project tools by 5 PM.



Brainstorm for 15 minutes using only paper.



Add "Response Window" hours to email signature.



Eat lunch away from your desk today.



Close every browser tab before logging off.



Archive all loose files on your desktop.



Charge your phone outside of your bedroom.



Unsubscribe from three sales newsletters today.



Send a voice note instead of text.



Complete a writing task without using any AI.



Share a "human mistake" with a colleague.



Book a 15-minute "no-agenda" coffee chat.



Add a personal anecdote to a drafted email.



Mail one handwritten thank-you note today.



Take one internal meeting with camera off.



Ask: "How does this tech help humans?"



Take one call while walking outside.



Close background apps to focus on speakers.



Write a "Not Doing Today" list.



Block two hours for uninterrupted deep work.



Say "not right now" to one request.



Delegate or automate one recurring task.



Wait 24 hours before sending heated replies.



Use a 5-minute song to end your workday.



Stay off social media all day.



Take 15 minutes of pure silence today.



Share one personal boundary with your team.



Note which boundary gave you the most peace.

Pivot to Flow