



How to Keep the Urgent from Hijacking What's Important

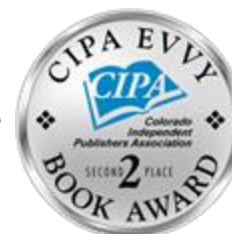
Colorado League of
Charter Schools



Dale Wilsher

PCC, CPLC, CCSP

- Life & Leadership Coach
- Keynote Speaker
- Award Winning Author
- Faculty for the US Chamber of Commerce & Coaching Institute
- Forbes Coaches Council





How to Keep the Urgent from Hijacking What's Important

Colorado League of
Charter Schools





Do you feel like you spend most of your day *putting out fires* instead of focusing on your *long-term goals*?





HURRY SICKNESS



10 Symptoms of Hurry Sickness



1. Irritability
2. Hypersensitivity
3. Restlessness
4. Nonstop Activity
5. Emotional Numbness
6. Out of Order Priorities
7. Lack of Self-Care
8. Escapist Behaviors
9. Isolation
10. No Time for God

from The Ruthless Elimination of Hurry



Brain Biases



Novelty



Completion



Urgency



DEFINE IMPORTANT

01

DETRIGGER YOUR BRAIN

02

DESIGN IN MEANING

03



1. Define what's important



“

**Without vision,
the people perish.**

MOST SUCCESSFUL MAN IN HISTORY

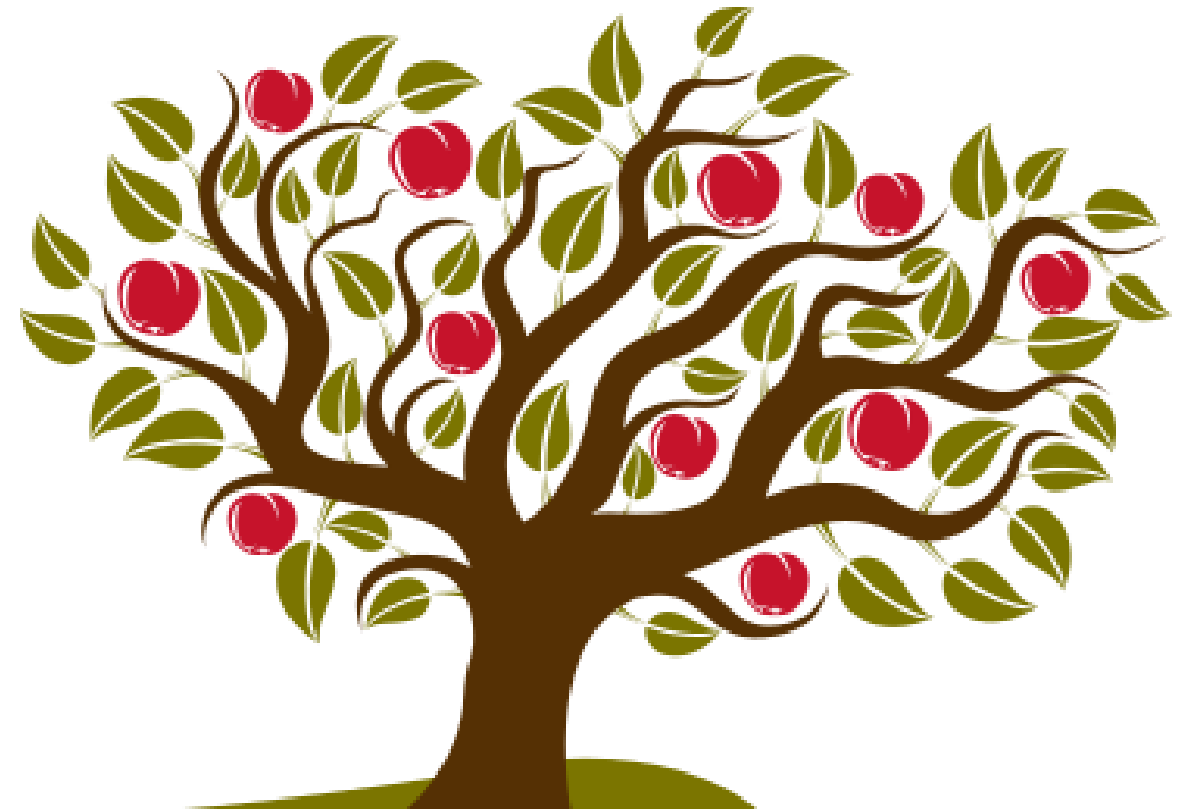
Meet Nicole



Nicole is the chief of staff at Global Village Academy Collective, helping her staff move from operations to instructional leadership and give teachers who feel guilty, permission to step away from urgency.



LEAFY



FRUITFUL

“If only (person) would start or stop (behavior), then I could ...”



If only parents would stop sending late-night emails expecting an immediate reply...

I could focus on developing and coaching my teachers.



If only the state would stop changing accountability rules midstream....

I could stay connected to classrooms and the quality of instruction.



If only crises in the community didn't spill into the school day....

I could lead proactively to strengthen school culture, rather than reacting to problems.

This step reveals who or what is pulling you into reactive mode, but more importantly, it clarifies what truly matters to you, your **Bigger Yes—what you really want to focus your time and energy on.**

“If only I would stop saying yes, overcommitting, or worrying about approval, then I could ...”



If only I would stop micromanaging and let people lead in their own way...

Then I could focus on mentoring, big-picture goals, and my own leadership growth.



If only I would stop saying yes to everything and trying to please everyone...

Then I could protect time for meaningful work like instructional leadership and coaching.



If only I would delegate more to those around me...

Then I could give my team space to grow and empower their leadership capabilities.

This step reveals how your habits—like overcommitting or seeking approval—fuel urgency. By reflecting on your role, you’ll clarify your **Bigger Yes and focus your time on what truly matters.**



Identify 1 internal and 1 external trigger that leads to urgency-driven decisions.



2. Detrigger your brain

Photo by Orla via [Canva.com](https://www.canva.com)



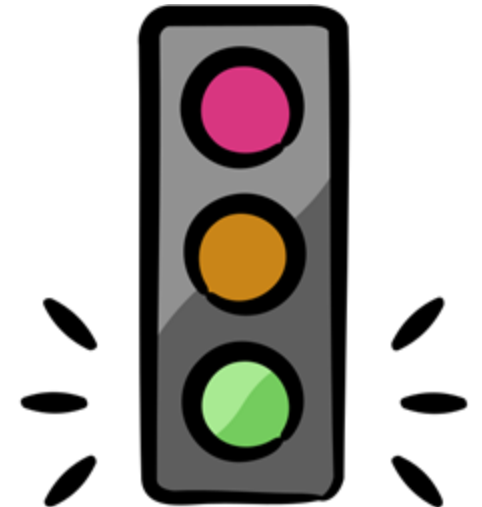
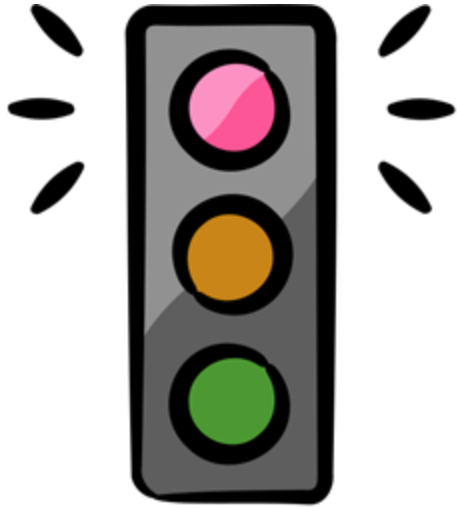
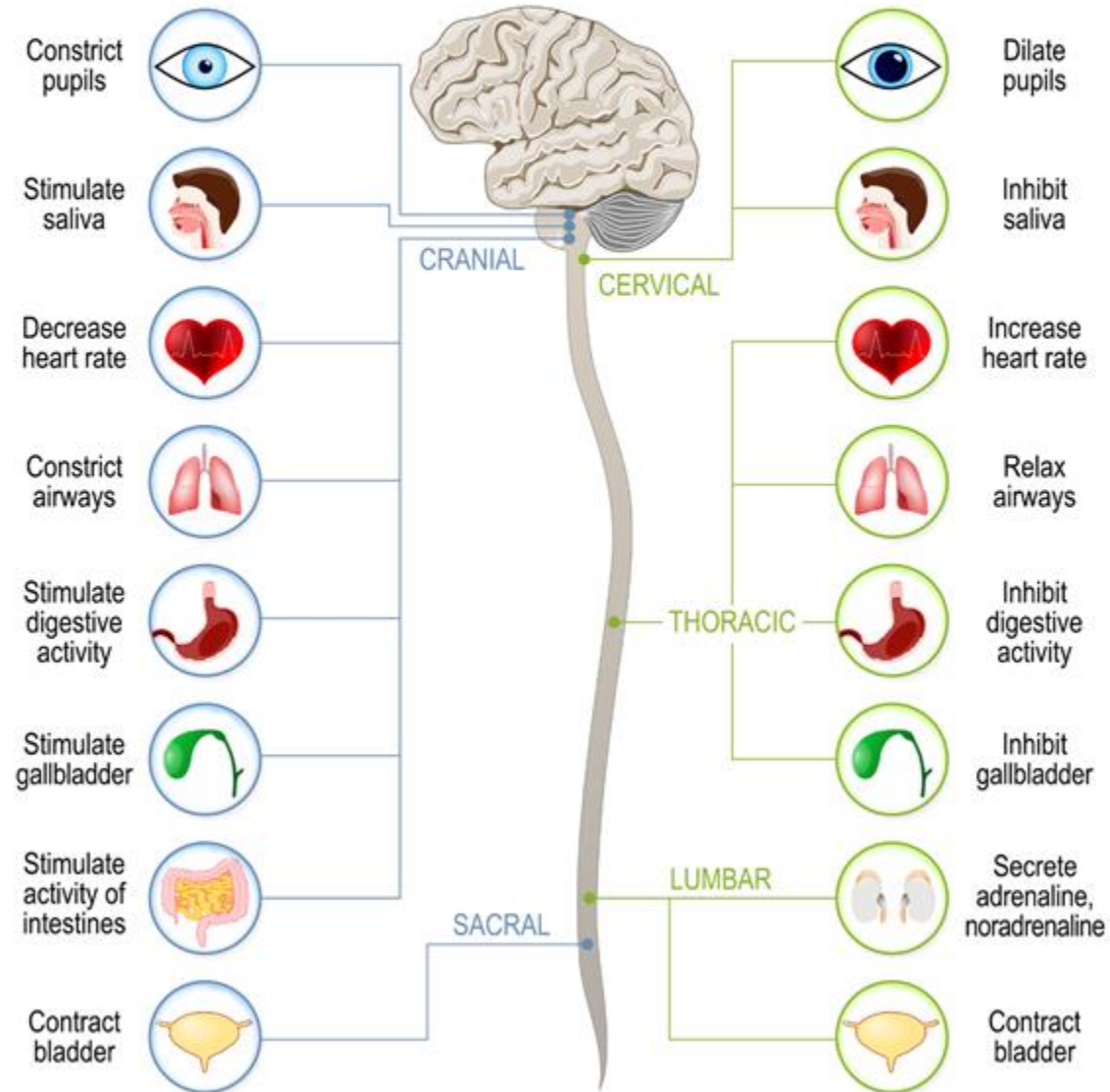


I'm sOrry to have to tell

YOU this but I hat YOU.

PARASYMPATHETIC nervous system

SYMPATHETIC nervous system



Detriggering

Strategies

1. Wait 10 seconds



Meet Robin



Robin is the executive director of Stargate Charter School, models calm leadership—pausing before reacting and guiding staff through shared breathing to regulate emotion and restore focus.

Detriggering

Strategies

- 1. Wait 10 seconds*
- 2. Ask yourself a question*



Detriggering

Strategies

- 1. Wait 10 seconds*
- 2. Ask yourself a question*
- 3. Watch your language*



Detriggering

Strategies



- 1. Wait 10 seconds*
- 2. Ask yourself a question*
- 3. Watch your language*
- 4. Protect the first 30*





DALE WILSHER

Brain Hacks for Time Management

- Prepared by Dale Wilsher
- Life & Career Coach, Author, Speaker



Urgent demands.
Crazy expectations.
Endless Activity.

You've tried everything you can think of to manage it all: to-do lists, planners, project management tools, getting up earlier, going to bed later, and caffeine morning, noon and night. And you're still behind, running late, besting yourself up, letting people down, and looking irresponsible when you aren't or at least you never were before.

So, what can you do? Is there a way to get a hold of your schedule so you are managing time instead of time managing you?

Yes! By defining what's important, protecting from the urgent, and then implementing what's significant, you can lead a Life to the Full.

Here are 10 Brain Hacks to help you intentionally organize your time.

🏆 Tournaments

📝 Notes

🕒 Alarms

🪑 Minimalism

📄 Glucose

🧠 Habits

🎯 Goals

🔌 Unplugging

📁 Franchising

⌚ Awaiting



What 2 detriggering strategies will you implement in the next 2 weeks?



3. Design in meaning

Align with What Matters Most

1. When will you work?

Identify your peak productivity times to take advantage of your natural energy rhythms.

2. Where will you work?

Consider if you need a quieter environment for focus on important goals.

3. How will you manage distractions?

Will you use airplane mode, close your inbox, or put up a "Do not Disturb" sign?

4. Who will keep you accountable?

People can help you stay focused and lighten the load as you prioritize what matters.



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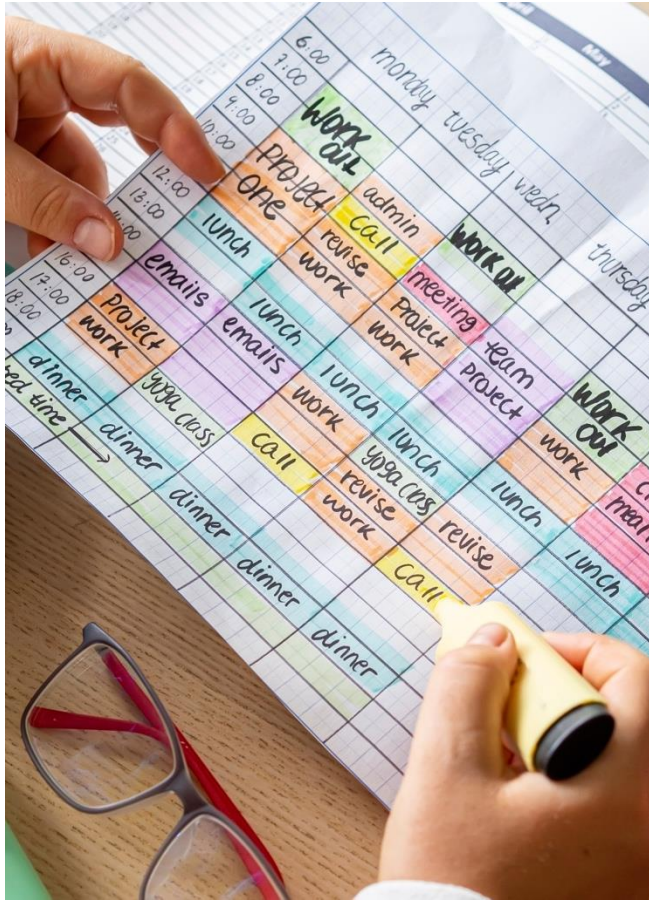




Meet Chad



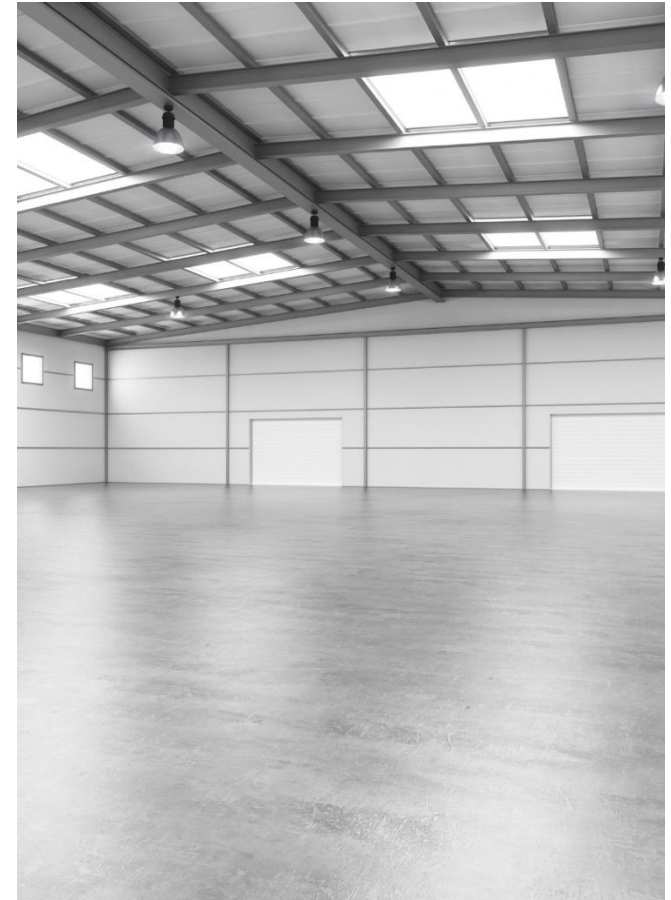
Chad, CEO of Pinnacle Charter School, leads a Title I community where urgent needs abound. He protects space for strategy through Friday planning and reflective routines.



Time Block



Energy Cycles



Margin



Time Block Check-In

*Identify one time block in your week—
when will you protect this time for deep,
meaningful work.*

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“

People will respect your right to
become inaccessible if your breaks are
well-defined and well-advertised.

CAL NEWPORT



Forbes article





Time Block Check-In

Where can you do your most focused work?

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Time Block Check-In

**What specific distraction could derail you?*

**What urgent issues keep repeating?*

**What tasks or responsibilities could you delegate?*

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Time Block Check-In

Who can help you stay committed to your time block? A peer, mentor, or leader?



Give feedback to Dale

Scan this QR code



Or go to

<https://talk.ac/dalewilsher>

and enter this code when prompted

NOMOREURGENT







“

**What does it profit a
man to gain the whole
world and lose his soul?**

AN UNHURRIED MAN

