



WELCOME TO FIVE HOURS LESS

A four week experience to master your workload and reclaim your schedule

you are
worthy of
time away
from your
job.



Hi! I'm Jen.

- Recovering people-pleaser, former yes gal
- Middle and high school CS teacher, current college instructor
- Mom, wife, Orioles fan, slow runner, dog person (specifically my dog, Milton)



*Why does your
teaching workload
feel so overwhelming?*

- It's not you - it's the system!
- Managed time vs. unmanaged time
- Many different types of work
- A large quantity of work
- Structure of unmanaged time isn't conducive to creative work

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Introduction + Goal
Setting

1

Where is your Time
Going?

2

Strategies for Schedule
Management

3

Managing your
Unmanaged Time

4

Systems for
Sustainability

How this course is structured

- Four weeks, new content weekly
- Videos with slides
- Module workbook
- Printable + digital templates
- Module reflection and feedback
- Certificate upon completion

Let's get started!

Need anything?

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***Up next:
Goal setting***

