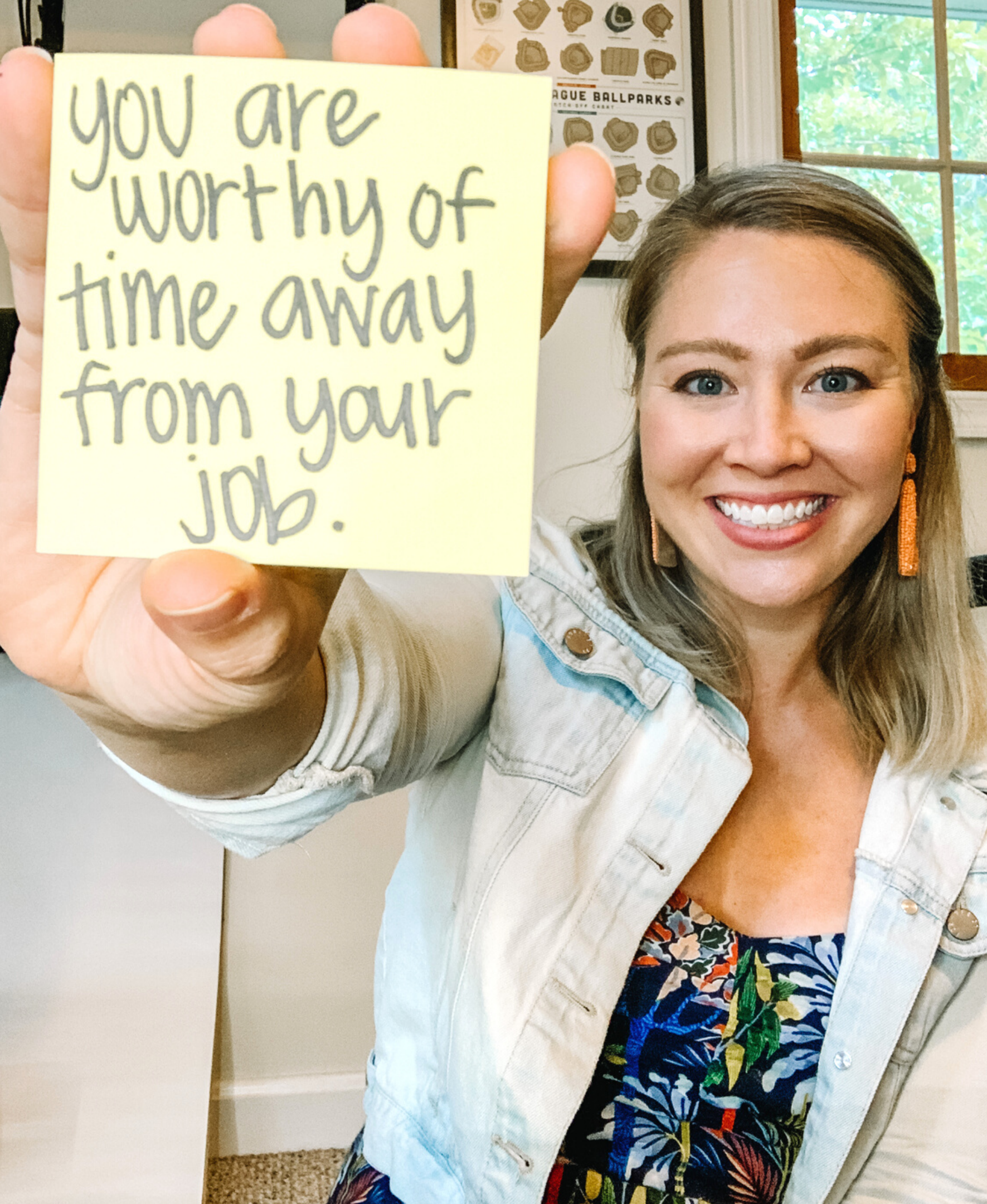




# WELCOME TO FIVE HOURS LESS

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





## ***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)





- 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

***Why does your teaching workload feel so overwhelming?***

***0***

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***

