

tell on yourself, in good faith

What's eating your week.

90 seconds. Don't overthink it. Rough hours per week for each item. This is the number we're shrinking.

HOW TO USE THIS

Fill in your honest guess for hours per week on each task. The total at the bottom is the number we're cutting in half by the end of the course.

Come back to this PDF after Module 7 and run the numbers again. You should see a real drop.

WHY THIS MATTERS

If you can't name what's eating your week, you can't cut it. Most teachers can't name it because they've been doing it forever. Take a second to actually look.

Your **honest guess.**

TASK	HOURS / WEEK
Parent communication (emails, phone, conferences)	
Lesson planning + differentiation	
Grading + feedback	
IEP / BIP / 504 paperwork	
MTSS / RTI documentation	
Meeting notes + agendas	
Newsletters + announcements	
Sub plans	
Other admin paperwork (specify)	
TOTAL hours / week	

REALITY CHECK

If your total is over 15 hours/week of non-teaching work, you're not lazy. The job is bloated. This course is about cutting the bloat.

ACTIVITY CHECK

Done with Module 1 when:

- ☐ I filled in this audit (honestly).
- ☐ I installed Claude Cowork.
- ☐ I created an empty folder on my computer called **AI Workspace**.
- ☐ I read the Never List preview at the bottom of Module 1.

SAVE THIS PDF

After Module 7, open this PDF again. Update the hours with your new honest guess. Compare. That's your proof that the course worked.

COMING UP NEXT

Module 2: One real win in 20 minutes. Pick one workflow. Try it on a real task. Time yourself. The first "oh" moment.

Name what's eating your week. Then we cut it.

- Jessica