

THE OFFICIAL COMPANION WORKBOOK

Welcome  
to

THE 3 PM  
TEACHER  
TRAINING



[www.easyteachingtools.com/3pmteacher](http://www.easyteachingtools.com/3pmteacher)



# THE 3 PM TEACHER

Find a way to **enjoy teaching again**, get your **power** back and **enjoy your incredible life** outside of the classroom.

## Why did I create this training?

So many teachers, maybe you're one of them, accidentally let teaching absolutely consume them. Heck, I was one of them because I didn't know how to get everything done so I worked long hours...and still didn't get it all done!

This training shows teachers how to get a lot more done in a lot less time because the unrealistic demands put on you just aren't sustainable at the pace you're going!

**Bottom line: I don't want you to burn out!**

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# I'm Kristen

I've been a K-2 teacher and Reading Specialist since 2005. I'm a momma to two and **classroom efficiency expert!**



Since 2010, I've been helping teachers just like you implement classroom hacks to save time, get organized, and discover that magical thing called work/life balance.

I present at professional development events around the country, snagged myself a spot Gerry Brooks' book, and help thousands of teachers through my blog, The "*Real Teacher Talk*" podcast, and a handy batch of classroom organization resources.

I've worked with thousands of teachers all over the world to discover the secret to making their lives both in and out of the classroom a little easier with my business Easy Teaching Tools and my program Easy Organization Tools.



# What to expect

HERE'S WHAT YOU CAN EXPECT...



## 1 CHECK YOUR E MAIL

I'll be sending you **an email** to remind you of the upcoming **FREE TRAINING** so make sure you are using your *personal email* since school districts love to send my stuff to spam!

Just go to my last email and click on "Update your Profile" to add your personal email address!

That's it!  
Kristen



[Unsubscribe](#) | [Update your profile](#) | 113 Cherry St #92768, Seattle, WA 98104-2205

## 2 ADD THE TRAINING TO YOUR CALENDAR

I'd hate for your teacher friends to gain access to the training before you so make sure to add it to your calendar if it's in the future!

## 3 INVITE A CO-WORKER

Share **THIS** link

**[www.easyteachingtools.com](http://www.easyteachingtools.com)**

**[/3pmteacher](#)**

& go through this experience together!

## NEED HELP??? EMAIL US

**CUSTOMERSUPPORT@EASYTEACHINGTOOLS.COM**



# Freebies!

## Count me in!



# Click NOW to download the Registration bonus!



Join me LIVE for the training AND receive access to these **EXCLUSIVE** offers (for just attending & staying until the end!!)



## Editable Grading Lists

\*Digital Option too!



## One Hour PD Certificate

# STEP #1: THE BIGGEST MISTAKE

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The **biggest mistake** most elementary teachers make is thinking that \_\_\_\_\_

\_\_\_\_\_.

**What do you think makes a good teacher?**

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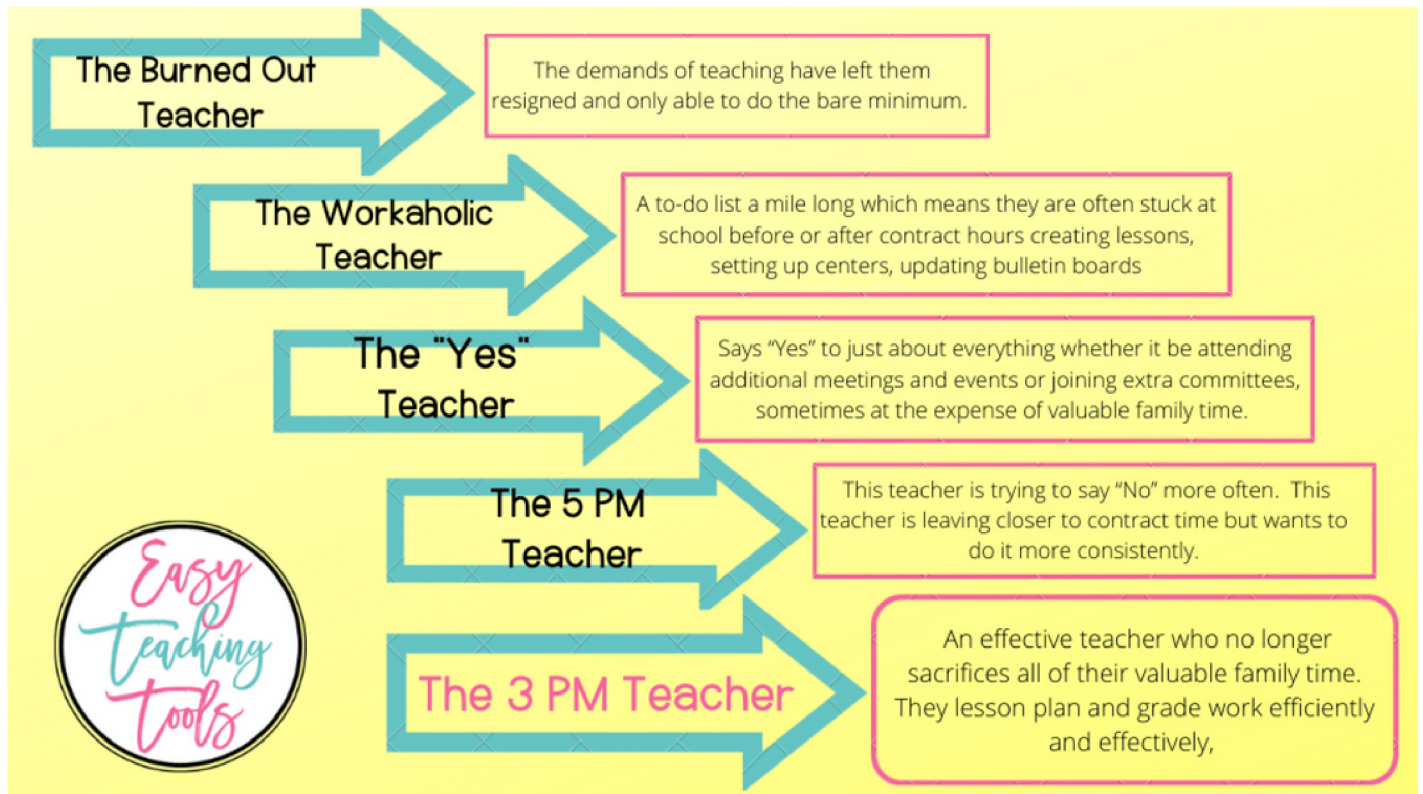
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# STEP #2: YOUR TEACHER TYPE



What types of teacher are you **NOW**?

What type of teacher do you **want to be**?

# STEP #3: LESSON PLANNING

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SIMPLE TIPS FROM THE EASY ORGANIZATION METHOD TO USE RIGHT NOW

How would you like to lesson plan faster?

So many teachers tell me that lesson planning takes so long because they're constantly distracted.

One of the biggest mistakes teachers make when lesson planning is ***getting distracted***.



(Fill in the blanks)

A good, efficient teacher has a \_\_\_\_\_ in place to make the best use of their \_\_\_\_\_ while still \_\_\_\_\_ it.

4 tips to avoid distractions

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_



# Tip #1: Time Timer

(Fill in the blanks)



It's a \_\_\_\_\_ reminder to me of how much  
\_\_\_\_\_ I've got left so I'm not \_\_\_\_\_ time.

HOW WILL YOU SET YOURS UP?



4 tips to avoid distractions so  
you can be intentional with  
your time

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1.

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2.

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3.

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4.

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*Get your timer here!*

<https://amzn.to/3FCKlk1>

## Tip #2: Move away from your \_\_\_\_\_



If you plan online, these 3 Chrome extensions are a *MUST* to *increase productivity*:



If you lack a little self-control like myself, try one of these out!

- 1.
- 2.
- 3.

## Tip #3: Keep all materials together

NOTES:



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## BONUS TIP





# STEP #4: GRADING



HOW WILL YOU USE THESE LISTS?  
(DON'T FORGET TO STAY TO THE VERY END TO GET THESE!!!)



How will this system  
save you time?

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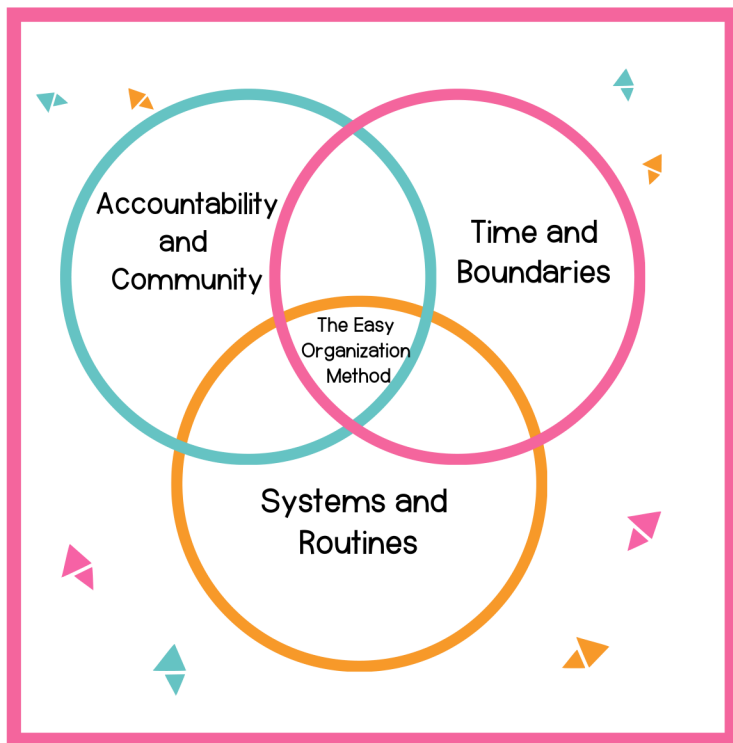
Digital Tools to try:

# The training

HERE'S WHAT'S MISSING...

The easy \_\_\_\_\_ method is the #1 way to leave school at 3:00 every day because you get the \_\_\_\_\_.

## 3 Phases



How can these phases help you?

(Fill in the blanks)

What time do you want to be done teaching most days?

(Yes, that includes planning for the next day too!)

Which benefits do you want the most?

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**Now imagine that a future YOU came back in time.**

AND this future you is frickin' pumped because they are doing everything that a 3 PM Teacher does. They tell you, "You did it!"

You are prepared, effective, and consistently shutting off from work at 3 to go live your life!





# Future you...



THIS CAN BE YOU IN  
JUST A SHORT TIME!

I want to take you on a ride into your future...

Now imagine that a future YOU came back in time. AND this future you is frickin' pumped because they are doing everything **that a 3 PM Teacher does**. They tell you, "You did it!" You are prepared, effective, and consistently shutting off from work at 3 to go live your awesome life!

You've got a great group of **like-minded teacher friends** to reach out to when you need it so you don't feel alone. Plus, those friends hold you accountable to stick to your boundaries so you're no longer working late or bringing work home.

## **3 months from now...**

Let's move forward three months from now, You're implementing a system and it's actually working, getting you more time to enjoy teaching and even better, more time to get home well before it's dark to eat a home-cooked meal with your family.

The best part, once the kids go to bed, you can actually sit and watch your favorite show without any grading to do or emails to check.

**Notice how that feels to see what you've always wanted for your life.**

# Imagine...



BEGIN TO REALLY IMAGINE YOU  
ALREADY HAVE IT.

This new YOU is possible. It's yours.

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Step into it, now.

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**Who are you?**

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**Who are you being?**

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**What actions are you taking?**

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**What actions are you NOT taking?**

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**How do you feel?**

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