



Stop Welcoming the Distractions!

Productivity Strategies to Help Set Boundaries and Manage Expectations



Are you tired of the constant distractions and interruptions that derail your workday? Time is your most valuable resource, and you need to take back control! This transformative workshop is designed for busy professionals, like you, who find that the unseemly small distractions and interruptions add up leaving you feeling frustrated and behind on tasks and projects.

How can these distractions and interruptions be stopped? They will always exist; but you can **stop welcoming** them.

Through this program, you and other attendees will discover practical strategies to manage your time effectively, set boundaries, and mitigate both digital and physical distractions and interruptions. Through live demonstrations and interactive exercises, you will identify internal and external distractions while learning to tackle common interruptions head-on.

Uncover the cultural challenges within your firm and gain insights into what's truly eating up your time. This program will take you on a deep dive to address stress and anxiety, providing tailored solutions for a more focused and productive workday. It promises to be a fun experience while offering tangible takeaways that you can implement immediately. Don't let distractions hold you back; join me on this journey towards reclaiming your time and achieving peak productivity!

Takeaways:

After the presentation, you and the attendees will:

- Differentiate between internal and external distractions and apply to your unique situation.
- Effectively manage time and control of your day by addressing the distractions and interruptions.
- Uncover and address the cultural challenges within your firm that contribute to time waste.
- Implement tailored solutions to establish boundaries and set expectations.
- Reduce stress and anxiety, creating a more focused and productive work environment.

Presentation Topic Overview: Productivity strategies to mitigate distractions and interruptions.

Best for: Busy professionals who are chronically pulled away from productive work by frequent distractions and interruptions.

Recommended Length: 60 Minutes to 2.5 Hours.

Contact Firm Focus for more information, including scheduling and pricing.

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