



**Increase your billable hours.**  
*Decrease your time at work.*



Sarah Tetlow  
CEO and Founder

**Sarah Tetlow** is the CEO and founder of Firm Focus which focuses on productivity consulting for attorneys and busy professionals. She uses her past experiences, organizational and strategic thought process, education, training, and organizing gift to help professionals, law firms, and businesses improve their bottom line and operate more efficiently.

Sarah's mission is to see a change in the workplace, especially the legal industry, in how professionals approach their day. Ultimately, through Firm Focus, she wants to help attorneys and busy professionals boost productivity and reduce stress at work.



*"Sarah is a productivity expert. She can and does provide attorneys with the tools needed to increase billable hours and reduce wasted activity. I recommend her productivity training to anyone looking to increase efficiency in the legal workplace."*

**Nicholas C. Larson**

Partner at Murphy, Pearson, Bradley & Feeney

*"The ARTT Email Productivity System is working beyond my expectations."*

**Deb Doyle**

President of Stage 2 Marketing

### **ARTT™ EMAIL: A BETTER WAY TO ORGANIZE YOUR INBOX**

The ARTT™ Email Workshop will help you take control of your inbox and let you decide how YOU want your day to go. No more working against a never-ending email to-do list. It is time for you to master the ARTT™ of email.

- Implementing a new mindset to interact and use email as a tool, not a to-do list
- New framework to take control of your emails
- Using ARTT™ to upgrade your email flow
- How to prioritize and organize emails to fit your schedule
- How to never forget or lose important emails
- How to redesign your calendar to use your time efficiently without burning out

**Recommended for:** Anyone who is overwhelmed by email.

**More Information:** [www.firm-focus.com/artt-email](http://www.firm-focus.com/artt-email)

### **COACHING**

One-on-one productivity coaching with Sarah is designed to help professionals like you increase your productivity, confidence, and billable hours. Whether you are a partner, an associate, or a busy professional, coaching provides the tools to help you work smarter and stay in control. Through individualized coaching, you can learn how to efficiently use your time and accelerate your career and personal goals. Choose from 3, 6 or 12-month plans.

**Recommended for:** Overwhelmed lawyers and busy professionals or those who need better systems in place during their workday.

**More Information:** [www.firm-focus.com/our-services](http://www.firm-focus.com/our-services)

### **SPEAKING/TRAINING**

Sarah offers speaking engagements, interactive workshops, and group training to help your business grow. Speaking engagements are curated and customized to the needs and desired outcomes for each client. Sarah and her team work closely with each client to create onsite or offsite workshops to achieve the desired results. We create a dynamic environment that promotes engagement and powerful discussion. We focus our programs to strengthen morale and boost employee productivity and culture while adding fun to the learning process.

**Recommended for:** Firm trainings or meetings and company retreats.

**More Information:** [www.firm-focus.com/speaking](http://www.firm-focus.com/speaking)

