



FIRM FOCUS

Legal Productivity Consulting

Hey Sarah,

This morning, I attended a networking meeting where everyone had a chance to do a 30-second introduction. When introducing yourself, you were supposed to answer:

“What is/was your summer vacation?”

One member, a trusts and estates attorney, said she had COVID a few weeks ago. She was stuck in bed for two days. And she said, *“It was the best vacation I ever had.”*

Sound familiar? It’s sad but true. But it doesn’t have to be.

Here is what you can expect for this Productivity Tips digest:

- **Productivity Hack:** A Will and A Way into Prioritizing Self-Care
- **Firm Focus Giveaway:** We are giving away another Firm Focus Journal
- **Firm Focus Resource:** Sarah Tetlow was interviewed for the SFLPA Magazine, [Hearsay](#)
- **Sarah Tetlow Speaks 🎙️:** Upcoming Speaking Events

Productivity Hack

A Will and A Way to Prioritizing Self-Care

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For many of us, getting sick is the only thing that forces us to pause, slow down, and take care of ourselves. One of the priorities in my coaching business is to help you prioritize YOU, and that starts today.

Take a moment right now to:

1. Take a deep breath in and out.
2. Close your eyes and think through today or the past week.
3. Can you identify how many activities today or this week were selfish in a self-care way?
4. How many did you come up with? Five? Two? None?

For most of you, it is probably closer to zero.



Photo: One of my "selfish" activities is uJam Fitness. This is my group and most weeks, I prioritize dancing with these amazing people! If you live close to Walnut Creek, ask me about the group. We are awesome and it is free!

You likely work in a client service industry, and you prioritize your clients and the work over your own needs, which is often necessary during our nine-to-five. One of the many reasons I love the work I do is that when I am prioritizing my clients, I am helping to ensure they are prioritizing themselves. I am helping them work more efficiently so that they have time in the evenings or on weekends to be a little

selfish. Or, I am helping them find the time during the day to take a break, stop for lunch, or get a workout in.

I frequently say to my clients, “I am selfishly thinking about YOU.”

[Oh, if this were a video message, you would have just seen me pause to send a text to a client to see if she did the selfish thing we discussed on Monday. I see you, Erin.]

And I want to help you prioritize doing selfish things too.

If you’re someone who feels as though it will take an illness or an injury to get you to slow down, then I invite you to design a healthier option for your weekly workcation.

(I made that word up, workcation, and I’m trying to make it a thing. Like Fetch, I’m not sure it is working, but I also welcome your opinion.)



So, what can you do today or this week to get on board with designing a weekly workcation?

Research has shown that you need A Will and A Way.

- First, identify an activity or two that you would enjoy doing. I’ve offered some ideas below or come up with something that resonates with you.
 - Spa visits, hiking, reading, swimming, meditating, sitting outside in the sun for 10 minutes, pickleball, listening to a podcast, journaling, going to a coffee shop one morning a week, going to bed an hour earlier, learning a new language, dancing.
- Next, get to the core reason you want to do this activity. This is **Your Why** and leads to **The Will**.

- Why do you want to start journaling? Because studies show it has a lot of value.
 - Why does the value of journaling interest you? Because I feel like my head is spinning with thoughts all of the time.
 - Why would journaling help you with those spinning thoughts?keep answering until your WHY is apparent.
- Finally, look at your calendar and decide when you will be able to do this activity. This is **The Way**.
 - If it is a daily activity, then when will you do it? Upon waking up? At lunch? After work? Visualize yourself doing the activity at that time. This is called mental simulation. I'll cover that more in a future Productivity Hack.
 - If it is a weekly activity, what day and time will you do this activity?
 - If it involves scheduling with someone else, reach out to that company or person now and schedule the activity.

I'm so proud of you. You're taking the first step to prioritizing you and I'm happy to be a part of this improvement. No more vacations that occur because your body said that it finally had enough. It's time to prioritize your workcation and create a healthy and selfish you.





Photos: Going out to lunch with girlfriends and playing with puppies are some of my selfish activities.

Please help me find my Will and my Way!

Firm Focus Giveaway

Firm Focus Journal

A few months ago, I gave away a Firm Focus Journal (Congrats to Christi for being selected for that Journal).

For those who decided that journaling is a self-care goal, this is for you!

[Enter here](#) to win a Firm Focus Journal. The Firm Focus Team will select the winner and send a journal. The deadline to enter is Wed. 7/31/24.

Why are we doing this?

Because I believe in you and want to support your journey to being a more productive you.

If you entered the drawing last time, then you will automatically be entered again.



Firm Focus Resource

San Francisco Legal Professionals Association (SFLPA) - Hearsay Article

Recently, I had the pleasure of being interviewed for the SFLPA magazine, Hearsay. Please enjoy the interview, starting on page 12, and check out the rest of the magazine for helpful information from you SFLPA colleagues.

SFLPA Hearsay Magazine

[Sarah Tetlow Speaks](#)

Upcoming Presentations

For additional programs, please visit [My Upcoming Speaking](#) page.

From Frazzled to Focused!
Pipeline Plus Managing Partner Forum
Tuesday, October 8, 2024
Los Angeles, California



ProVisors San Francisco 12 Meeting
Wednesday, January 22, 2025
7:30 - 9:00 a.m.
San Francisco, California



For additional programs, please visit [My Upcoming Speaking](#) page.

Want to connect with Sarah at Firm Focus?

We invite you to reach out and find out more about how we might be able to help you or your firm.

- Connect with [Sarah on LinkedIn](#).
- Reach out to [Sarah via email](#).
- Schedule a [complimentary discovery call](#) with Sarah on Zoom.
- [Share this newsletter](#) with others in your network who would benefit from productivity tips and strategies.