



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



Sarah Tetlow  
CEO and Founder

**Sarah Tetlow** is the CEO and founder of Firm Focus. She is an experienced productivity consultant, trainer, and speaker for attorneys and other busy professionals. Sarah uses her past experiences, organizational and strategic thought process, education, training, and organizing gift to help service professionals find more time in their busy lives.

Sarah is also the creator of the ARTT™ Email Productivity course. The ARTT™ course has helped hundreds of professionals gain control of their email, mitigate using email as a distraction, effectively track important communications, and reduce stress and anxiety.

Through Sarah's passion for focused work and her unique and sympathetic coaching approach, she creates a partnership with her client that warrants learning and changed behavior. Ultimately, through Firm Focus and ARTT™, Sarah wants to help busy professionals boost productivity and reduce stress in their lives.



*"The ARTT course is an A+! My inbox is so much better than it used to be. I can find things and have confidence that nothing is buried in the history."*

*"Thanks for a VALUABLE session yet again. I'm very encouraged by the thoughtful and practical points you covered. I can clearly attest to the fact the changes we've discussed provide me with dedicated time in which to work. As a result, I am more effective and avoid sporadic attempts to get things done. I'm a HUGE fan of you and your work! Thanks VERY much for your thoughtful guidance on these critical matters!"*

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

The ARTT™ Email Productivity course 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:** Overwhelmed lawyers and busy professionals or those who need better systems in place during their workday.

**More Information:** [arttemail.com](http://arttemail.com)

### **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)

