



## **Need an engaging and motivational speaker for your next event?**

Sarah Tetlow is a prominent, sought-after speaker for attorneys and other busy service professionals. Speaking engagements are curated and customized to the needs and desired outcomes for each client, ensuring relatable, thoughtful, and impactful presentations. Sarah's interactive programs provide a fun and pragmatic approach to time management strategies. Her programs are equipped with actionable steps to reduce stress and anxiety and techniques that help participants experience greater job satisfaction, increase focus and efficiency, and obtain a healthier work-life balance.

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### **AVAILABLE PRESENTATIONS**

#### **FROM FRAZZLED TO FOCUSED**

From Frazzled to Focused helps attorneys and legal professionals get past work-related overwhelm. Design your day with productive and intentional systems so you can work effectively and succeed without burnout.

**Presentation Topic Overview: General Productivity Tips & Designing a Proactive Workday**

#### **STOP WELCOMING THE DISTRACTIONS!**

Your time is valuable, but the distractions never seem to stop. Do distractions keep coming? Or are you letting them happen? This workshop guides you with techniques to stop welcoming distractions and interruptions into your already busy days. Participants will learn how to proactively manage time, mitigate frequent distractions, and increase billable hours.

**Presentation Topic Overview: Controlling Interruptions & Distractions**

#### **TAME THE EMAIL BEAST...ARTTFULLY!**

Learn about the ARTT™ Email Productivity Course that 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.

**Presentation Topic Overview: Email Management & Organization**

#### **LEARN TO DO MORE, BY DOING LESS: BECOME A DELEGATING MASTER**

The most successful businesspeople did not advance in their careers alone. After all, they have the same 24-hours in a day that we all possess. Many of these same successful individuals also experience some of the same reservations that you do when it comes to delegating: lack of trust, desire to control things, hesitancy to spend money, or concern it won't get done to your expectations.

The differentiator is successful people quickly recognize that, to achieve more in their business, they have to find ways to actually do less. They realize the secret to accelerating their professional growth is to work smarter and not harder by leveraging qualified colleagues and professionals. They appreciate that they can learn to become a delegating master. Are you ready to learn to do more by doing less and become a delegating master, too?

**Presentation Topic Overview: Email Management & Organization**

**For additional presentations visit [www.firm-focus.com](http://www.firm-focus.com)**



## **PREVIOUS SPEAKING ENGAGEMENTS WITH:**

- ProVisors
- Association of Legal Administrators (ALA)
- Contra Costa County Bar Association (CCCBA)
- Women in Consulting (WIC)
- Contra Costa County Legal Professionals Association (CCCLPA)
- Bar Association of San Francisco (BASF)
- San Francisco Legal Professionals Association (SFLPA)
- Santa Clara County Legal Professionals Association (SCCoLPA)
- East Bay Association of Legal Administrators (EBALA)
- Legal Marketing Association (LMA) Bay Area
- State Bar of California, California Lawyers Association (CLA)
- CalCPA
- The Women's Club of Silicon Valley

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**Sarah** is an experienced productivity consultant, trainer, and speaker for attorneys and other busy professionals. She uses her past experiences, organizational and strategic thought process, education, and training to help law firms improve their bottom line and operate more efficiently. More importantly, Sarah's clients see a reduction in stress and anxiety and an increase in focus and new business. Through one-on-one consulting, strategic planning, workshops, and group trainings, Sarah works with attorneys, law firms, and busy professionals to find personalized ways in which to manage one's day with a proactive and focused approach.



Sarah is also the creator of the ARTT™ Email Productivity system and 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. It helps email users understand their human habits connected to the technology to effectively organize their inbox. ARTT™ Graduates have reported an increase in responsiveness and revenue.

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.