SARAH TETLOW

THE PERFECTLY PRODUCTIVE DAY

A STEP-BY-STEP GUIDE TO DESIGNING DAYS THAT WORK FOR YOU

Instead of chasing productivity hacks or squeezing more into already full schedules, this program focuses on aligning daily habits, decisions, and routines with how the brain actually works. Design the Perfectly Productive Day is a practical, research-informed workshop based on Sarah Tetlow's top-selling book, The Perfectly Productive Day, and helps professionals intentionally design how they move through a full 24-hour day and not just their work hours.

Participants are guided through six key categories of the day to understand how small, strategic choices in each phase directly influence focus, decision-making, and energy throughout the day. Each category builds on the one before it, reinforcing the idea that productivity is cumulative and deeply interconnected across the entire day.

Through real-world examples, behavioral science, and immediately applicable strategies drawn directly from the book, attendees learn how to reduce decision fatigue, prepare and execute on their priorities, minimize distractions, and create systems that support consistency rather than willpower. The result is a realistic, personalized approach to productivity that feels achievable, sustainable, and adaptable to demanding professional lives.

Takeways:
After the presentation, you and the other participants will have:
- A clear framework for designing a full 24-hour day that supports productivity without burnout.
- Practical strategies to reduce decision fatigue and cognitive overload across daily routines.
- Tools to intentionally structure mornings, workdays, and evenings for better focus and follow-through.
- A repeatable method for making small, high-impact changes that compound over time.

Presentation Topic Overview: A practical framework for designing days that support clarity, energy, and sustainable productivity – even when the days aren't perfect!

Best for: Professional audiences, leadership teams, conferences, and organizations seeking practical, evidence-based strategies for improving productivity, focus, and sustainable performance.

Recommended Length: 60 Minutes to 120 Minutes

The Perfectly Productive Day book is available for bulk purchase with volume-based discounts
(50 copies or more). Contact hello@perfectlyproductiveday.com for details.

Contact Firm Focus for more information, including scheduling and pricing.
Sarah Tetlow Speaker Kit: www.firm-focus.com/speaker-kit
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