

## From *Frazzled* to Focused

### Presentation Topic Overview:

#### General Productivity Tips & Designing a Proactive Workday

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.

Following this session, attendees will:

- Mitigate interruptions and prevent distractions
- Break down projects effectively
- Plan and design a workday that they are confident in
- Delegate and communicate more with their teams

**Recommended for:** Lawyers and legal professionals who want tangible and high-level strategies to apply and improve time-management and increase work productivity while working fewer hours.

#### Testimonial:

*"The resources and exercises during Sarah's presentation were great! She was top-notch and everything was so relatable. Sarah was my motivation for the day. I went back to the office and said 'I will be productive.'"*

- Maggie Lopez, Litigation Legal Secretary, Jones Day



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Let's Work Together

## From *Frazzled* to Focused

### Presentation Topic Overview:

Practical productivity and prioritization strategies to plan an intentional workday.

From *Frazzled* to **Focused** helps overwhelmed professionals, like you, find more time and accomplish more by creating simple, yet practical, habits and systems to design a proactive and productive workday. You will walk away feeling motivated and eager to apply the learned behaviors to your practice and you will feel prepared to tackle the rest of your workweek without the endless hours. Embrace a future where productivity meets peace of mind!

### Takeaways:

After the presentation, you and the attendees will:

- Possess a better understanding of how multitasking affects your cognitive thinking.
- Gain insight into practical and applicable strategies to be more productive.
- Adopt a simple technique to brain dump and prioritize effectively.
- Reduce the time debt by concretely planning your day.
- Learn the roadmap to get From *Frazzled* to **Focused**.

**Recommended for:** Professionals who want applicable high-level and tangible strategies to improve time-management and increase work productivity.

Contact **Firm Focus** for more information, including scheduling and pricing.  
Sarah Tetlow Speaker Kit: <https://www.firm-focus.com/speaking-kit>  
[sarah@firm-focus.com](mailto:sarah@firm-focus.com) | [www.firm-focus.com](http://www.firm-focus.com) | 925-808-9995