

Stop Welcoming the Distractions! *Productivity Strategies to Help Set Boundaries and Manage Expectations*



Your time is your most valuable resource.

As a busy professional, distractions and interruptions take time out of a productive day. The unseemly small distractions and interruptions add up leaving you frustrated and unsatisfied with your day.

How can these distractions and interruptions be stopped? They can't.

But **you** can stop welcoming them. Distractions and interruptions will continue to disrupt your workday if you allow them to.

The interactive workshop is designed to teach you how to manage your time, set boundaries, and mitigate frequent distractions. You will learn how to identify and understand the difference between internal and external distractions as well as interruptions.

The workshop will consider cultural challenges within your firm and help you uncover things that take up unnecessary time. We take a deep dive into what is causing you stress and anxiety at the present time and develop a solution for it.

After the presentation, attendees will:

- Identify distractions and interruptions that affect their workday
- Manage and mitigate distractions and interruptions
- Decrease stress and overwhelm
- Understand the true cost of multi-tasking
- Increase billable hours
- Successfully communicate their workload in an accepting way
- Break down a project into bite-sized and manageable tasks
- Improve your law practice and time management

Best For: Busy professionals who are chronically pulled away from productive work by frequent distractions and interruptions.

Recommended Length: 60 minutes to 2 hours

Contact Firm Focus for more information, including scheduling and pricing.

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