



**June 23, 2020 Brown Bag Presentation**

**Presented by Sarah M. Tetlow of Firm Focus**  
**ApPEERing Productive**  
***While Managing the Current Environmental Distractions***

Being productive is not about the output of hard work. Other crucial components must be considered to succeed in working efficiently. This discussion encourages peer collaboration on tips that busy professionals have applied to their lives to remain focused and to experience less overwhelm. During the workshop, we will discuss:

- How to improve sleep, work/life balance, email management, and personal and professional goals.
- A simple and effective daily exercise that anyone can implement to ensure they stay motivated, productive, and thriving.
- Strategic, practical, and applicable tips and techniques to improve productivity.

Attendees will walk away feeling empowered, in control, and with some tangible changes they can make to their workday today and when back in the office. How are you leveraging the new normal to shift your perspective and create healthier habits?

**Tuesday, June 23, 2020 from 12:30 to 1:30 pm**  
**Live Webinar**

RSVP (state which date) to: Francie Skaggs – [francieskaggs@gmail.com](mailto:francieskaggs@gmail.com) by 10:00 a.m. day of the webinar. **A link to access this virtual meeting will be sent the morning of the webinar.**

One Hour MCLE Credit & CCLS Continuous Education Certificates Available. This event is open to anyone in the legal industry. Feel free to share with your colleagues and friends. Attendees are encouraged to bring your lunch and enjoy the presentation.



**Sarah M. Tetlow**  
**Legal Productivity**  
**Consultant**

**About the Speaker:**

Sarah M. Tetlow is the Business Owner of Firm Focus, LLC. She coaches and consults attorneys and other legal professionals with productivity and efficiency. Her workshops, coaching and consulting is specifically tailored to the type of work, distractions, and caseload that is handled in law firms. She also has many years of experience working in busy San Francisco law firms and has written many articles about her expertise.

She is currently a member of the National Association of Productivity and Organizing Professionals (NAPO) and the Legal Marketing Association (LMA). She currently serves as the Local Steering Committee Secretary for the Bay Area chapter of LMA as well as a member on the Programs Committee. In 2017, she was on the Editorial Board of LMA's international publication, Strategies.