Brown Bag Presentation
Presented by Sarah M. Tetlow
FROM FRAZZLED TO FOCUSED
Techniques on Productivity and Efficiency for the Overwhelmed Legal Professional

From Frazzled to Focused will help legal professionals get past the overwhelmed feeling we get from the demands placed on us. Time management and organization are key components to a productive workday. We are constantly under attack with interruptions, distractions, pace of modern life, technology, and too much stimuli. This presentation will equip the attendees with a series of simple, practical strategies that can be used to structure an efficient and effective day, including accomplishing the most important project of the day without feeling the overwhelm or working late into the night. Attendees will walk away feeling a sense of relief and prepared to tackle the rest of their workweek ahead of them.

Tuesday, February 25, 2020
12:30 – 1:30 p.m.
JONES DAY
555 California Street, 26th Floor
San Francisco, CA  94104

RSVP to: Francie Skaggs – francieskaggs@gmail.com - by: Friday, February 21, 2020

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.

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.