



SARAH TETLOW

Founder | Firm Focus
Creator of the ARTT® Email System

Do you need an engaging and motivational productivity speaker for your next event? Meet Sarah Tetlow.

Sarah Tetlow is a prominent, sought-after International and keynote speaker for attorneys and other legal professionals. Speaking engagements are curated and customized to fit the needs and desired outcomes of each client, ensuring relatable, thoughtful, and impactful presentations. Sarah's interactive programs provide a fun and pragmatic approach to time management challenges. Her programs are equipped with actionable steps to reduce stress and anxiety and strategies that help participants gain time, take action, and increase focus and efficiency.

Select Signature Presentations

FROM FRAZZLED TO FOCUSED

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. Embrace a future where productivity meets peace of mind!

Presentation Topic Overview: Practical productivity and prioritization strategies to plan an intentional workday.

STOP WELCOMING THE DISTRACTIONS!

Your time is valuable, but the distractions never seem to stop. Do distractions keep coming? Or are you letting them happen? This fun and engaging workshop guides you with practical techniques to stop welcoming distractions and interruptions into your already busy day. Participants will learn how to proactively manage time, manage expectations, mitigate interruptions, and finally control those constant distractions!

Presentation Topic Overview: Controlling Interruptions & Distractions.

MASTERING YOUR INBOX WITH ARTT®

Are you feeling overwhelmed and struggling to stay on top of your emails? The ARTT® Email Productivity System was created by Sarah Tetlow to transfer best practices that will empower you to take control of your inbox. The ARTT® System is a proven technique to implement behavioral change and use email as a communication tool instead of a to-do list. With the ARTT® System, you'll finally be able to have a healthier relationship with your email and create the day that you want. Choose from self-paced SaaS course, private, or group trainings to master your email dynamics.

Presentation Topic Overview: Email Management & Organization.

FROM DROWNING TO DRIVEN: BECOME A DELEGATING MASTER

Curious about how accomplished business owners effortlessly manage their tasks and responsibilities? Discover their secret: mastering the art of delegation, propelling them from overwhelm to success. Dive into productivity with the 5D's Delegation principle, unlocking insights into smarter work techniques and collaboration. Ready to transform your approach and achieve more with less effort? Your journey to delegation mastery starts here.

Presentation Topic Overview: Effective delegation strategies via technology automation and delegation collaboration.

FROM PERFECT TO PRODUCTIVE: OVERCOMING PERFECTIONISM

This program will help you discover the hidden influence of perfectionism in yourself and your colleagues. You will uncover practical strategies to nurture healthy perfectionism, enhance personal growth, and achieve true excellence. Embrace imperfection as a stepping stone to success, and shift your focus, prioritize effectively, and celebrate the beauty of being imperfect.

Presentation Topic Overview: Practical strategies to overcome perfectionism and be more productive.

For more information or additional programs offered visit www.sarahtetlow.com



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Previous Speaking Engagements With:

- Association of Legal Administrators (ALA)
- Atlanta Association of Legal Administrators (AALA)
- Bar Association of San Francisco (BASF)
- Beverly Hills Bar Association (BHBA)
- Contra Costa County Bar Association (CCCBA)
- Contra Costa County Legal Professionals Association (CCCLPA)
- East Bay Association of Legal Administrators (EBALA)
- Federation of Employers and Workers of America (FEWA)
- Judicial Arbitration and Mediation Services (JAMS ADR)
- Law Firm Alliance (LFA)
- Legal Marketing Association (LMA) Bay Area
- National Association of Productivity and Organizing professionals (NAPO)
- ProVisors
- Legal Professionals Association (SFLPA and SCCoLPA)
- State Bar of California, California Lawyers Association (CLA)
- CalCPA
- The Women's Club of Silicon Valley
- Women in Consulting (WIC)
- And many amazing private clients!

Sarah is an experienced productivity consultant, trainer, and international keynote speaker for attorneys and other busy legal professionals. She uses her past experiences, organizational and strategic thought process, education, and training to help law firms improve their bottom line and operate more efficiently. More importantly, Sarah's clients see a reduction in stress and anxiety and an increase in focus and new business. Through one-on-one consulting, strategic planning, workshops, and group trainings, Sarah works with attorneys, law firms, and busy professionals to find personalized ways in which to manage one's day with a proactive and focused approach.



Sarah is also the creator of the ARTT® Email Productivity System and course. The ARTT® course has helped hundreds of professionals gain control of their email, mitigate using email as a distraction, effectively track important communications, and reduce stress and anxiety. It helps email users understand their human habits connected to the technology to effectively organize their inbox. ARTT® Graduates have reported being more responsive, increased revenue, heightened productivity, and less overwhelm.

Through Sarah's passion for focused work and her unique and sympathetic training approach, she creates a partnership with her client that warrants learning and changed behavior.

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