



**FIRM
FOCUS**

Legal Productivity Consulting



Virginia
Statewide Retreat

Stop Welcoming the Distractions!

Productivity Strategies to Set Boundaries & Manage Expectations

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ALA Virginia Statewide Retreat
Norfolk, VA
Friday, March 3, 2023
3:30 – 4:30 p.m.





Case Study: KATE



Case Study: RACHEL





KATE

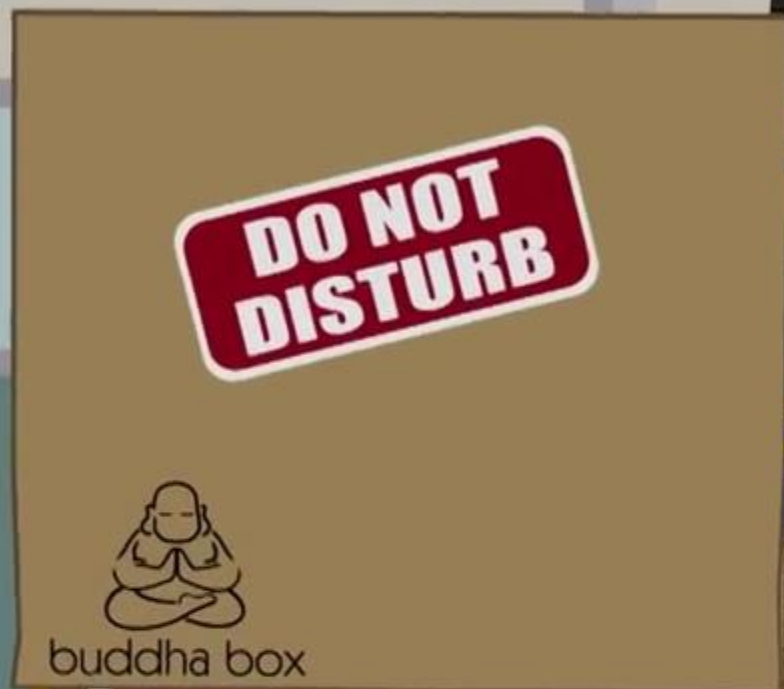


RACHEL





Value
your
time





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FOCUS**

Professional Legal Consulting

Sarah M. Tetlow
Owner, CEO of Firm Focus
Creator of the ARTT® Email Productivity System

sarah@firm-focus.com



Covering Today

- * Why You're (acting) Dumb...
- * Multitasking Horror Stories
- * Interruptions, Distractions, Oh My!
- * Ready for the Cocktail Hour...

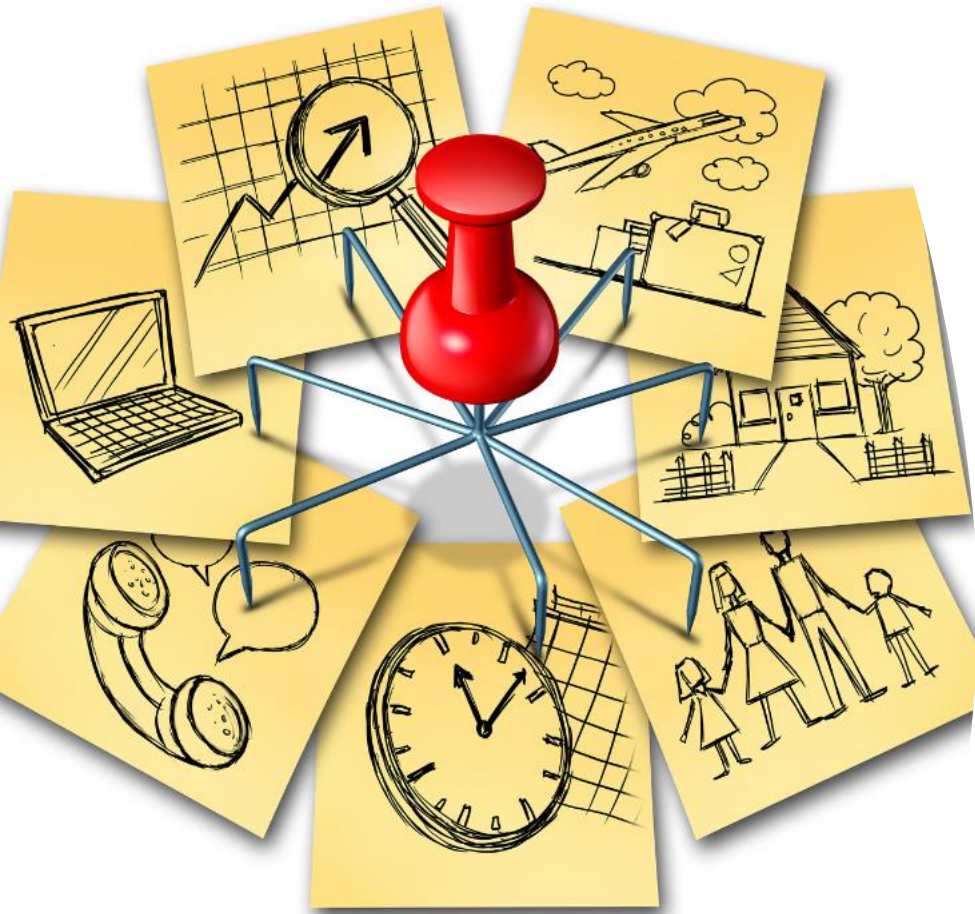


Why You're (acting) DUMB!





You Might be a Multi-Tasking Addict if you...



- Check your **cell phone** because you want to see what you *might* have missed.
- Check your **email** in the middle of working on a project because you get a little bit **bored** with that project.
- Feel *anxious* or *nervous* thinking about what it is you are **NOT** working on in the moment.
- Have trouble focusing on one thing at a time.

Multitasking Demonstration

From *Frazzled* to Focused
Mitigating Distractions – Multi-Tasking Exercise

I AM FULLY FOCUSED!

15 seconds

Quality: ____ (1 – 10) Stress: ____ (1 – 10)

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I A M F U L L Y F O C U S E D

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

15 seconds

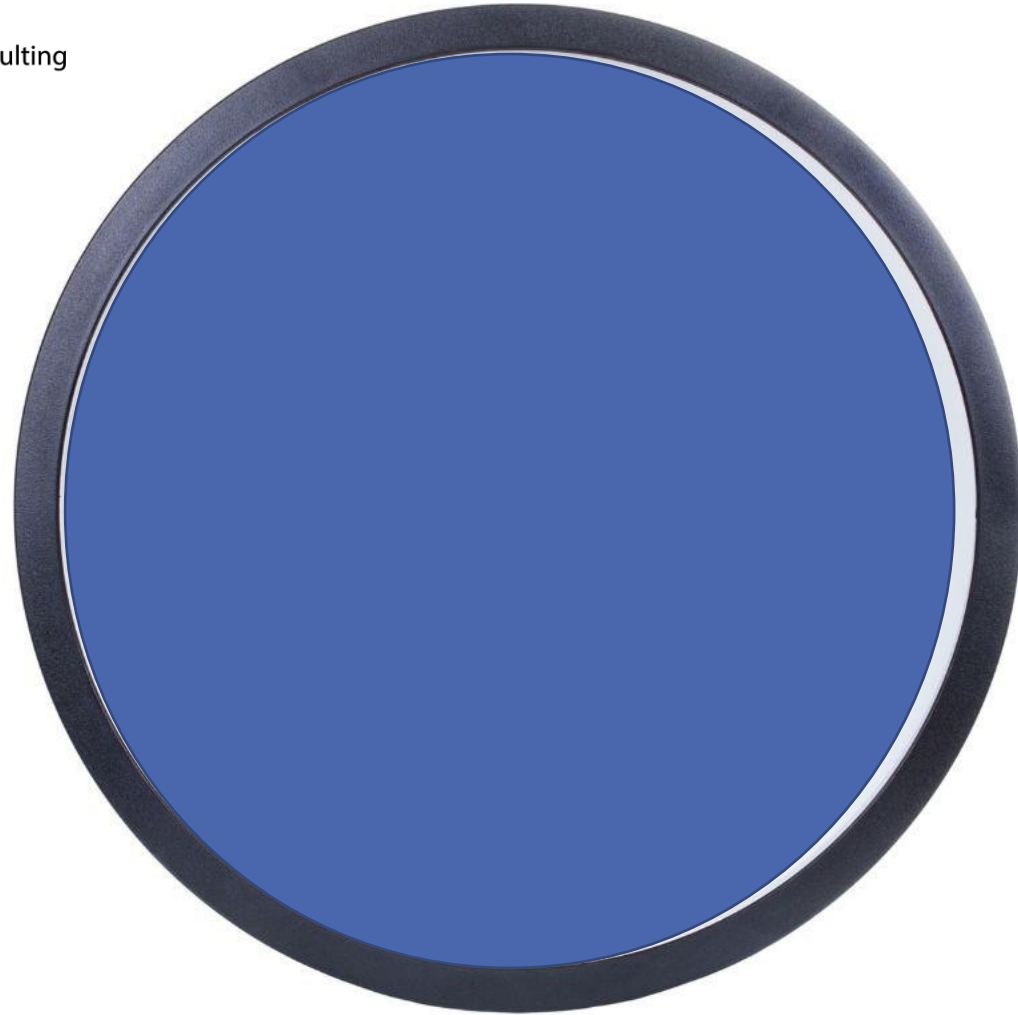
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15 Seconds

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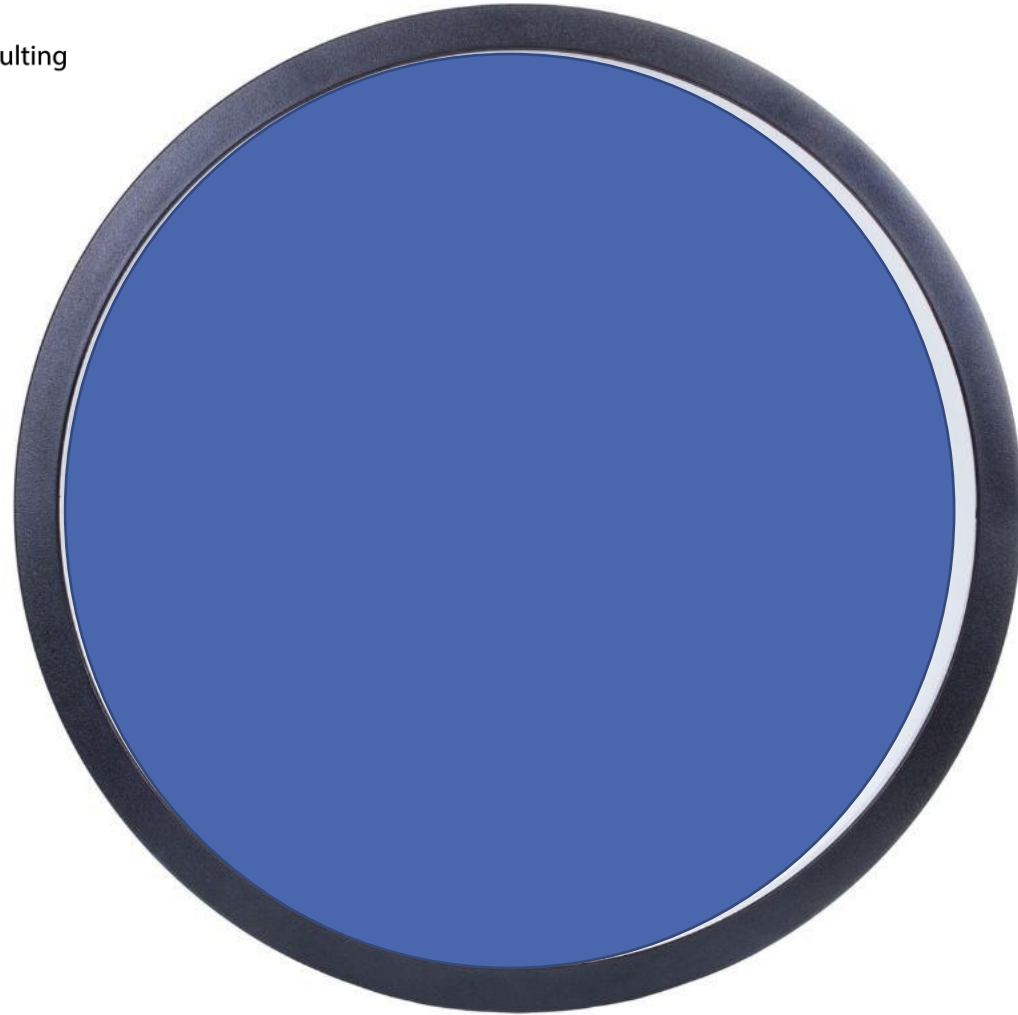
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15 Seconds

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Better



Same



Worse

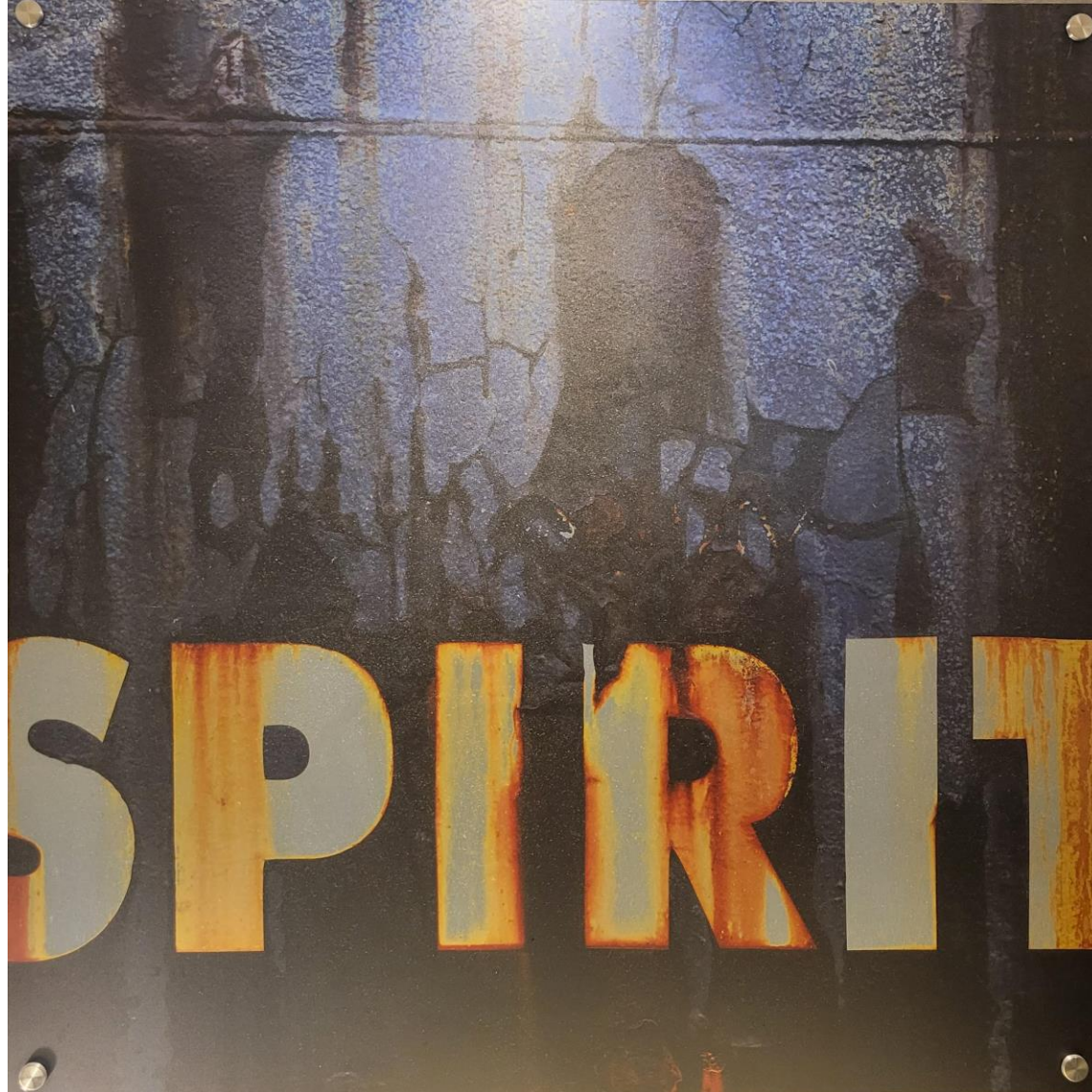




23:15



Multitasking Horror Stories





Multitasking “Horror Stories”

- **Saved confidential documents** in the wrong employee personnel file – **discovered when meeting with the employee for review.**
- Consultant almost got **sued by a law firm.** Distributed her **confidential** and **detailed partner notes** instead of the questions only.
- On a **mass layoff** under a CBA in CA, **switched payout amounts** on the spreadsheet **resulting in 50 employees being paid final vacation payment incorrectly.**

What about you?



KATE



RACHEL

Interruptions, Distractions, Oh My!





Interruptions



Not Within Your Control

External

Distractions



Within Your Control

Internal & External

VOLUNTEERS



NEEDED...

What are some of your



Distractions and Interruptions?

My Distractions and Interruptions

What do I get Distracted or Interrupted by?	Internal or External	Distraction or Interruption	What might I do to control or mitigate this Distraction or Interruption?
Emails	External	Distraction	Turn off notifications.
Landline Phone Calls			
Cell Phone Calls			
Text Messages			
Instant Messages (Slack, MS Teams, Google Chat)			
Meetings			
People coming by my office / workspace			
Random Thoughts (e.g. I need to mail a card)			
Procrastination			





FOMO!

1





2

Response Time for My Most Important Collaborators

Who are the most important people with whom I collaborate via email?	Estimate of my average response time	Their expected response time from me

Response Time for My Most Important Collaborators

Who are the most important people with whom I collaborate via email?	Estimate of my average response time	Their expected response time from me
Managing Partner	5 Minutes	30 Minutes
Accounting Team / Manager	60 Minutes	1 – 2 Hours
Legal Secretaries	1 – 2 Hours	30 – 60 Minutes

Response Time for My Most Important Collaborators

Who are the most important people with whom I collaborate via email?	Estimate of my average response time	Their expected response time from me
Managing Partner	5 Minutes	30 Minutes
Accounting Team / Manager	60 Minutes	1 – 2 Hours
Legal Secretaries	1 – 2 Hours	30 – 60 Minutes

Cheers! Time for the Cocktail Reception











**DO NOT
DISTURB**



buddha box



Interruptions



Not Within Your Control

External

Distractions



Within Your Control

Internal & External



www.firm-focus.com/resources



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Increase your billable hours.
Decrease your time at work.

Book your complimentary 30-minute discovery call
with Sarah:

www.schedulewithfirmfocus.as.me/Comp30Min

ARTT® EMAIL : A BETTER WAY TO ORGANIZE YOUR INBOX

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PROFESSIONAL SPEAKING ENGAGEMENTS & TRAINING



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Sarah Tetlow
Owner, CEO

