



Hiring Cathy Sexton to speak to your organization or group

Cathy Sexton has been a productivity strategist and coach since 2003. She owns and operates *The Productivity Experts*, offering organizing and productivity skill training to business leaders and work groups. She works with people who feel stressed about the piles of paper, endless emails, increased interruptions and end-less to do's and want to find a way to get it all done. Working with Cathy they discover their *natural productivity style* saving time, money and energy. Cathy brings a wealth of experience in business management, training, and maximizing productivity and employee performance. Her knowledge of systems and processes improve productivity and simplify life; she develops solutions for each client's specific needs.

Cathy is a co-author of "**Focus, Organization, and Productivity**," and "**Exploring Productivity**"; both books provide ideas and resources for improving success in the workplace.

Cathy's professional affiliations include *The Network for Productivity Excellence (NPEX)*, the *National Association of Professional Organizers (NAPO) St. Louis Chapter*, the *American Society of Training and Development (ASTD)* and the *Fenton Chamber of Commerce Board Member*.

Cathy's speaking topics are customized to fit your time frame and address your specific audience's needs. Programs are available for executives, business owners, managers, staff, associations, members or groups wanting to increase their focus, organization and productivity.

Her presentations offer practical solutions with take-away value that attendees can begin using immediately in their personal and professional lives.

Discover the *secret* of being Focused, Organized and Productive. Practical tips, techniques and tools help to reduce the frustration caused from handling physical, digital and mental clutter.

All of Cathy's presentations feature time-tested productivity principles and best practices: Program available for 20 min to full day

Maximizing Your Most Precious Resource - Time!

We all have heard of time management but it is about the managing but more about how you utilize it that matters! Tips based on making the most of your day. With so many things coming at us in record speed it sometimes is hard to prioritize our work load and minimize distractions. Learn ideas and tips on making the most of your time.

Help! I'm Buried in E-mail! *Learn How to dig yourself out and stay on top*

Email is the most important form of communication these days but yet we have never been taught to use it effectively. Come Learn tips to take control over your email while becoming familiar with ways that you can make outlook work for you.

Organize Your Mind and Your Desk for S.U.C.C.E.S.S.™

We don't plan to fail but we must plan to succeed. Success is a process and you have the control. By being more organized you can increase focus and productivity.

Learn:

- 3 step process for starting any organizing project
- Steps to handle incoming items: Paper, Email, Verbal Request etc.
- Tips, tools and techniques to help you be more successful

Cathy Sexton – The Productivity Expert

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Outlook: *The Daily Game Plan*

If you are wanting to connect with people easily and effectively, better manage your time and information, and being in control of you work life. Learn tips and techniques to manage your email, to-do's, projects, goals, contacts and notes all in one place.

Reach For The Goal: *Your Goals and Dreams are within your reach*

We don't plan to fail but we *must* plan to succeed. Goals are achievable with a process to obtain results through visualizing, writing, review obstacles and plan for the detours. Learn the importance of setting goals, process of setting goals, different approaches to goal setting and setting yourself up for success.

Life Changing Seminars:

TGIF – Time, Goals, Initiate, Follow Through

Finding time, staying focused and getting things accomplished seems to get harder and harder. This program offers time management techniques, goal setting processes, so you can initiate the actions and then the follow through, have you ever wondered why some things we have no problem with follow through and other things we just never get accomplished? Understanding and implementing these techniques can make your time more effective and efficient so you can be more focused and in control.

Organizing (Home/Work) Where Do I Start?

For some people when you mention getting organized the first thing that comes to mind is sheer panic. For others the thought is "I just don't have the time" or "It's too hard and too much work." And for others the desire to be organized is there, but they just don't know where to start. The longer you put the task off, the larger the problem becomes adding *negative* impact to you and your loved ones. Clutter in your home, office, or car can cause stress, tension and zaps your energy. Learn practical tips;

- How to get started
- How to make discarding decisions easier
- 3 step process that works for any organizing project.

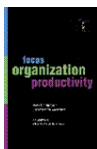
The GO System Seminar – Get Organized and stay organized (3 hr) (workbook required)

Getting Organized! It's simple. "GO" stands for Getting Organized!

The *GO System* is a proven, step-by-step process to help people get organized and stay organized. The *GO System* helps people find things when they need them and more importantly, helps them stay focused on high priorities. The *GO System* includes simple, powerful and practical tips to help improve in all six areas that cause disorganization in people's lives.

The *GO System* is easy to understand, easy to implement and easy to maintain. Within a few hours, it can significantly reduce the stress and anxiety that comes from being overworked, overwhelmed and overloaded. ROI - 10-25% increase productivity next day after implementing. (Kit included)

Choose the topic, time length and schedule Cathy today!
Call 314-267-3969 or cathy@TheProductivityExperts.com



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