



Speaking & Training Programs

YOU ARE READY TO.....

- **Be More Organized** = Improve your Work Environment
- **Be on Top of Projects and Deadlines** = Advance Your Career
- **Accomplish More with Less Effort** = Grow Your Business / Make More Money
- **Spend More Time** with Family & Friends
- **More Time** = To Do What You Love

OR SIMPLY

- **Reduce Stress, Frustration or the Overwhelm feeling** of too much To-Do without enough time

Then these programs are for you, your group or staff.

These programs 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.

***There is NO better investment that you can make than in yourself or your staff!
Especially when it allows you to reduce stress and gain back control over
Time, Money and Energy.***

All of Cathy's presentations feature time-Tested productivity principles and best practices:

TOPICS INCLUDE:

- Maximizing Your Most Precious Resource - Time!
- Productivity Zappers
- Help! I'm Buried in E-Mail:
- Organizing Your Mind and Your Desk for S.U.C.C.E.C.S.S.
- Playing The Daily Game of OUTLOOK
- Reach for The Goal
- T.G.I.F. - Time, Goals, Initiate, Follow Through
- Busting the Clutter - Organizing Where Do I Start? (Home / Work)
- The **GO** System Seminar - Getting and Staying Organized (Nationally Recognized Program)

Contact Cathy today to schedule your Program, Lunch & Learn, Workshop, Seminar or Breakout Session

Cathy@TheProductivityExperts.com 314-267-3969

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. Whether seeking to improve their work environment, by growing their business, advance their career, spend more time with family and friends or just reduce daily pressures, *The Productivity Experts* help clients accomplish more with less effort and less stress saving them time, money and energy.

Cathy's passion and desire to help others comes from her own personal experience of being a recovering workaholic forced to deal with a stress-induced life threatening illness. Knowing that she had to find a better way to work, Cathy is now devoted, passionate and committed to helping others have a more productive life without risking serious health issues, job burnout, toxic stress or missing out on time with family and friends.

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.