

# CATHY SEXTON

## Productivity Strategist, Coach, Author

*Cathy Sexton's wealth of experience lies in maximizing individual and business productivity, employee performance and training, and business management.*

*Her knowledge of systems and processes not only improves productivity and simplifies life — but by developing solutions for each client's specific needs, she improves their overall quality of life.*

### Areas of Expertise Include:

- Productivity Improvement
- Time Management
- Change Management
- Email Management
- Meeting Management
- Project Management
- Team Management
- Budget & Money Management
- Work/Life Balance – Stress Management
- Clutter Management
- Customer Service
- Mindset Change
- Goal Setting
- Delegation
- Outlook
- QuickBooks

*"Cathy Sexton is truly a "Productivity Expert!" She recently spoke at our event and did an excellent job. She is very knowledgeable about productivity and time management. Her presentation "I.G.N.I.T.E. Your Performance" was informative and compelling, leaving the audience with both easy-to-implement tips and tricks as well as long-range productivity goals. The topic was well-received and we would be honored to have Cathy back in the future". ~ Angela Lorenz – Lemay Chamber of Commerce*

### Most Requested Programs:

- **I.G.N.I.T.E. Your Performance and Accelerate Results** — Improve your daily productivity significantly in this easy 6-Step proven process!
- **Time Management for Peak Performance** — Take charge of your time and make the most of the time you have.
- **Discover the Ultimate Mental Advantage** — Unlock your potential and live the life you've always wanted. Success is a process and you have the controls.
- **Meetings Maximized** — Create efficient, effective and successful meetings.
- **Leveling Out the Scales of Life & Work Imbalance** — Reduce stress, and live a healthier, more fulfilling life with greater success.
- **Revealing the Secrets of Highly Successful Entrepreneurs** — Initiate the key steps to being an organized business owner.
- **Creating Powerful Teams** — Ignite your team for peak performance.



**IGNITE YOUR PERFORMANCE™**

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*Cathy Sexton has been a productivity strategist, trainer and coach since 2003, helping others live healthy, productive lives!*

*She knows the health risks of being a workaholic — she has lived it. Through coaching, training, and tools, she now shows people how to spend more time with family, enjoy their careers and live a less-stressed and more carefree life.*

*Offering organizational and productivity skill training to business leaders and work groups, Cathy works with people who feel overwhelmed, work way too many hours, and see their days spinning out of control.*

*She helps her clients regain clarity and focus, allowing them to become more productive so they can make more money and work less hours.*

*Discover your natural productivity style — learn to save time, money and energy as you ignite your performance and accelerate your results.*

## Partial List of Participants & Clients:

- Washington University
- RGA Reinsurance
- Automatic Controls
- UNI Training - Asia
- The Case Foundation
- Regent Power
- Personal Assistance Services
- Better Business Bureau
- St. Francis Medical Center
- St. Louis County Government
- St. Louis Police Academy
- St. Louis Prosecuting Attorney's Office
- St. Louis and St. Charles Community Colleges

## AFFILIATIONS - Past and Current:

- National Speakers Association (NSA)
- Globe Speakers Federation (GSF)
- Certified "Life Style Design Coach"
- The Network for Productivity Excellence (NPEX)
- Experts for Entrepreneurs (e4e)
- National Association of Professional Organizers (NAPO & St. Louis Chapter)
- American Society of Training and Development (ASTD)
- Mastermind Network of St. Louis
- Fenton Chamber of Commerce Board Member

## ACCOMPLISHMENTS:

- Co-author of three books: "Focus, Organization and Productivity", "Exploring Productivity", and "7 Points of Impact".
- Currently working on 2 new books
- "Small Business of the Year" in 2006 by the Fenton Chamber of Commerce
- Nominated for SBA Financial Services Champion of the Year in both 2005 and 2006
- Certified "GO" - Getting Organized System® Trainer
- Productivity Trainer
- Certified "Life Style Design Coach"
- Graduate of the Women Entrepreneur Program through St. Louis Community College, and the current facilitator for this program

## ACCOLADES:

Client Results & Accomplishments from attending Cathy's productivity programs:

- Productivity increased by 25%
- Able to implement techniques immediately
- Ability to take control over workload
- Ability to be on task; work performance increased 20-45%
- Became proactive allowing a better life/work balance
- Saving time average 45-60 minutes per day
- Tips that are incredibly useful and practical

*"Your work and achievements are impressive. Its teachers/trainers/dedicated persons like you that enrich, challenge and bless our Nation and Planet. Thank you for communicating with us."*  
— Dr. Larry Stockman, ACSW, CEAP

*"Great presentation with some great takeaways on prioritizing and getting things done."*  
— John Beidle

*"Cathy you make organizing seem so simple! Your system is fun and thorough, and the training was interesting and informative."*  
— Suzanne Tipton Offner, Primeco Consulting

*"Cathy is a brilliant speaker. She has an insight into creating steps to get organized that are simple and defined. She provides a stair step procedure to getting the maximum of output for the working day."*  
— Isringhaus Printing

*"It was a great presentation overall and I think it was very applicable to our members. Thank you again for your assistance."*  
— Angie Weber - MVMA

*"Cathy, thank you for the great presentation yesterday - I thought it was really useful and informative."*  
— Molly Porter, The Case Foundation

THE **productivity**  
**EXPERTS**

**IGNITE YOUR PERFORMANCE™**



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