



Let Cathy Sexton, Productivity Expert, Bring Clarity, Focus and Efficiency to Your Group or Organization

According to The Wall Street Journal the average U.S. professional...wastes **six weeks** annually searching for important information. For someone who earns \$60,000, that time lost costs a staggering **\$6,290 annually**.

U.S. companies lose between \$200-\$300 billion a year due to absenteeism, tardiness, burnout, health issues and **decreased productivity**, from employee work-related stress according to the National Safety Council.

Today's knowledge individual spend more than half of their work days managing meeting requests, dodging distractions (both human and technological), coping with multiple communication channels (email, instant messaging, texting, phone calls...), and shoveling out from information overload. It's no surprise that busy professionals often say they don't know where to begin in the quest for better personal productivity.

Cathy Sexton has developed the **I.G.N.I.T.E.** program to help executives, business owners, managers, staff, associations, and other group members increase their focus, organization skills and productivity in all aspects of their lives. Through audience participation and real-life examples, each presentation offers practical tips, techniques and tools that can be implemented immediately in the following areas:

- Reduce stress
- Get more done in less time
- Reduce the days that spin out of control
- Increase your time to enjoy life & relationships

Keynote:

"Get Home Sooner: 6 keys to Overcome the Overwhelmed Woman Epidemic" Ever feel too busy to live your life? A vast majority of women are still attempting to do it all – working hard to have a successful career, being a fabulous parent and spouse, running a household and still have time for other interests. How exactly do you do this? Give up sleep entirely? Here's wonderful news it doesn't have to be that way! You can have more success with less stress and enjoy life. Join Cathy as she shares the 6 keys that will help you get things under control and live life.

"Mindset Makeover: Remove the Barriers to Mastering Your Success" - The power of our beliefs, both conscious and unconscious, and changing even the simplest of them can have a profound impact on every aspect of our lives. Having skills, information, education and experience to excel is crucial to your success. More importantly is removing the barriers that hold us back. Did you know you have access to a powerful tool that can help you attract the success you want faster and easier than ever before? Join Cathy as she awakens your thoughts so you begin living the life you have always dreamed of.

Productivity Programs:

The following programs bring clarity, focus, and efficiency back to your workplace and *Ignite Productivity & Accelerate Results!* All programs are customizable to your desired outcomes.

I.G.N.I.T.E. Productivity & Accelerate Results: Are you ready to improve your productivity... significantly? Do you want to accomplish more in less time and effort? It's time to reduce the frustration and overwhelm and ignite your time and energy.

This proven 6-step process examines the way you work and identifies areas where you can implement productivity principles that leverage *"Your Natural Productivity Style"*.

- Regain clarity and focus
- Learn to take back control over your day

Cathy Sexton – The Productivity Expert

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- Discover the importance of your "Natural Productivity Style"
- Explore the DNA technique to boost productivity

Surviving The Time Crunch: Save 10 hours weekly, and Jump Start Your Productivity

Are you tired of feeling busy but unproductive? Few people truly get on top of everything they need to do. Those who do seem to have more time and lead less hectic lives. They have discovered the secrets to increased productivity. With this session, learn how to work less and get more done.

- Discover how applying the 80/20 Rule you can accomplish more in less time
- Take control of things that can derail your day
- Explore the DNA technique to boost productivity
- Discover Key elements to create a productive meetings

Rev Up Your Day: Productivity Secrets of Highly Successful Professionals & Entrepreneurs

As entrepreneurs, we wear so many hats that sometimes it's difficult to figure out which one to wear and when. The world is changing faster and faster. Systems are a collection of practices that Save You Stress, Time, Energy and Money

- Analyze the secret ingredient that's essential for every business owner
- Develop the key questions to ask every day to keep you on the right track
- Discover where your time goes and get more done
- Explore how to define the system roles in your business
- Discover why checklists and SOP's are the best tools in building business systems

Conquer the Battle of Email Overload - Learn How to Dig Out and Stay on Top

The typical worker spends 90-DAYS per year dealing with email. Email is an important form of communication, but we have not been taught to use it effectively. Take control of your email while becoming familiar with ways that OUTLOOK can work for you.

- Create email rules to eliminate inbox overflow
- Develop a system to keep all relevant information together
- Turn your emails into tasks, meetings, and calendar items without retyping the information
- Create time-saving templates

5 Keys to LIFE Management: Strategies for creating some balance between Work & Life

The issue of work-life balance is becoming more important every day and it will continue as technology and social media keeps us more connected. Want increased productivity, reduce stress, and live a healthier, more fulfilling life with greater success? It's time to discover the 5 keys of LIFE management

- Self-Care
- Protecting Your Time
- Energy
- Execution
- Dump It

About Cathy Sexton:

Productivity expert, coach, speaker, trainer, radio host and author, Cathy Sexton, helps individuals and organizations **I.G.N.I.T.E.** productivity and accelerate results by leveraging their natural productivity style. Delivering high impact productivity principles through speaking, training and online resources, Cathy empowers people to achieve their life and business goals.

Choose the topic that best suits your needs; the time frame desired and schedule Cathy today!

Contact Cathy: 314-267-3969 or Cathy@TheProductivityExperts.com

Website contact page: <http://www.theproductivityexperts.com/speaking/speaking-event/>

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