



## SANTA CLARA COUNTY LEGAL PROFESSIONALS ASSOCIATION PRESENTS



**Thursday, October 24, 2019**

### **FROM FRAZZLED TO FOCUSED: TECHNIQUES ON PRODUCTIVITY & EFFICIENCY**

Do you deal with multiple calls, emails, distractions and interruptions on a daily basis? Learn tips and techniques to implement to reduce stress, get focused, and become more efficient in the practice of law.

SCCoLPA, a local association of Legal Secretaries, Incorporated, an approved provider, certifies that this activity has been approved for minimum continuing education credit by the State Bar of California in the amount of 1.5 hours, of which zero time will apply to law practice management/prevention, detection, and treatment of substance abuse and emotional distress/elimination of bias credit (as appropriate to the content of the activity).



**Guest Speaker:**  
***Sarah M. Tetlow***  
**Founder, Firm Focus**

**Flames Eatery & Bar**  
**88 S. Fourth St., San Jose, CA 95113**  
**(Validated parking available at adjoining Fourth Street Garage)**

**Registration: 5:30 pm**  
**Dinner: 6:00 pm / Program: 6:30 pm-8 pm**

**Workshop Fees:**  
**\$40/Members**  
**(includes dinner/no refunds)**  
**\$60/Non-Members**  
**(includes dinner and free one-year membership in SCCoLPA/no refunds)**

**REGISTRATION: [WWW.SCCOLPA.ORG](http://WWW.SCCOLPA.ORG) • RESERVATIONS@SCCOLPA@GMAIL.COM**