



Hiring Cathy Sexton to speak to your group or organization

Cathy works with people who want to add time to their day, be focused, boost productivity and do a better job of connecting with collages, prospects and customers. Cathy is a principal of On Point Solutions, LLC and serves as the managing director of the organizational services division of the company. 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 are based on improving success in the workplace.

Cathy is a member of The Network for Productivity Excellence (NPEX), National Association of Professional Organizers (NAPO) and NAPO St. Louis Chapter as well as the local chapter of American Society of Training and Development (ASTD). Certified Productivity Trainer licensed GO System® Trainer - Info The Info-Excellence® Email trainer and Certified Advanced QuickBooks Pro Advisor.

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, productivity and add time to their day.

Her presentations offer practical solutions with take-home 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, mental and digital clutter.

All of Cathy's presentations feature time-tested productivity principles:

Organize your mind and your desk for S.U.C.C.E.S.S.™ (30 min – 2 hr)

Success is a process and you have the control! Learn tips, tools and techniques to help you be more successful. Understanding the mental side of being organized, productive and focused.

The Habit Change: The Good, The Bad & The Work Habit (30 min – 2 hr)

We all understand Bad Habits, but we generally don't recognize or understand our Good or Work Habits. Learn the steps to habit change.

Help! I'm Buried in E-mail! Learn How to dig yourself out and stay on top (30 - 45 min)

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.

On Point Solutions, LLC – The Productivity Experts!

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Maximizing Your Most Precious Resource - Time! (30 min - 2hr)

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 so you can enjoy life.

Life Is What We Make It – Do You Love Your? (30 min – 3 hrs)

Our Life is made up of our goals, dreams, desires and actions. Life can be anything we want it to be is your working out as planned? Learn goal setting and processing techniques that will help us to create the life we dream of.

Life Changing Seminars:

TGIF – Time, Goals, Initiate, Follow Through (2 hr - 6hr)

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.

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

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. (Workbook included)

The Info-Excellence® Email Seminar (3hr) or (90 min) for either Module (kit included)

Are your people overwhelmed by email? Are they struggling to file and find information fast? Email now consumes 30-40% of the average professional's day. Remarkably, a third of this time is thought to be wasted.

Info-Excellence is a highly interactive 3 hour workshop consisting of two 90 minute modules: *Get Control of Email* and *Get Control of Information*.

Module 1: Get Control of Email: You'll experience interactive and motivating exercises that forever change the way you leverage email.

Module 2: Get Control of Information: Discover techniques that help you create a neat and ordered storage system. Find all of your email and info in a flash. ROI - Proven to save 10-15 days a year per participant. (Kit included)

Schedule Cathy today! Call 636-717-6588 or cathy@onpointsolutionsllc.com

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