



Guardian Leadership  
Serving Those Who Serve

# Time Management for Leaders

March 29, 2023

8:30am - 4:30pm

Hosted By



## Training Location

Prosecuting Attorneys' Council  
of Georgia

1590 Adamson Parkway,  
Morrow, GA 30260

## Registration

Open to PAC Members and coordinated  
by the Prosecuting Attorneys' Council  
Training Staff.

<https://pacga.org/upcoming-training-events/>

**8 Hours of GA P.O.S.T. and  
Executive Credits Available**  
Questions? Contact Us

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## About This Workshop

In the fast-paced, technology-driven work environment of the modern age, being busy has become the default mode of operation. Being busy is now a substitute for being effective. Checking items off our to-do lists has replaced genuine accomplishment. We fight fires by default even though we know that fire prevention is a better strategy. Our agencies and our careers get stuck in doing what we've always done instead of imagining what might be.

Effective leaders do not participate in the rat race. Effective leaders understand how to set clear priorities and to develop the processes for achieving important results. Effective leaders live by design, not by default. Effective leaders have more to offer their organizations and the people in them.

## Learning Objectives

- Why to-do lists are poor tools.
- Why setting goals doesn't work for most people and what to do instead.
- Why your daily habits are the best indicator of your success.
- Why good habits are difficult to form, and bad habits are hard to break.
- How to develop a healthy relationship with technology.
- How to identify your priorities and organize your life around them.
- The natural law that is critical to your personal effectiveness.
- The one skill that improves all others.
- Countless strategies to take control of your time and gain control of your life.

For more information go to:

[www.GuardianLeadership.com](http://www.GuardianLeadership.com)

The JOHN MAXWELL **Team**