PROGRAM ANNOUNCEMENT

The Advocacy Institute Is Pleased to Present

**Time Management for Government Attorneys:
The Eight Keys to Powerful Productivity**

May 16, 2023
10:00 a.m. - 12:30 p.m.

WEBINAR

Program Summary

As organizations become increasingly complex, the challenge of managing our time expands proportionally. From fast-changing technology, to shifting societal trends, to legislative and budgetary developments, the pressures attorneys face to maintain (much less improve) their productivity keep growing. This is as true for government/public sector attorneys as it is for the legal profession at large. This program will provoke attendees' thinking about how they handle time both on and off the job. They will learn both key principles and concrete techniques to consciously build their efficiency and effectiveness throughout the day including: how to minimize avoidable distractions, best practices for prioritizing and scheduling tasks and workload, strategies for dealing with information overload, and more.

Eligibility

Registration for this program is limited to attorneys in the New Jersey Department of Law and Public Safety and assistant county prosecutors.

Faculty

Bill Jawitz is a Practice Management Coach who has worked exclusively with lawyers for over 20 years, assisting them with improving their productivity, organizational skills and efficiency. He is a CLE presenter for NJ ICLE and bar associations around the country, and has conducted his Time Management Training for government attorneys including the United States Attorney's Office, District of Massachusetts, the Legal Service Corporation in Washington D.C. and the New Mexico Public Defender's Office. Mr. Jawitz holds a Master's Degree in Communications and Technology from Columbia University and a Bachelor's Degree in Communications and Media Studies from Quinnipiac University.

CLE Credit

NJ CLE Credit: This program has been approved by the Board on Continuing Legal Education of the Supreme Court of New Jersey for 3.0 hours of Alternative Verifiable Learning Format (AVF) total CLE credit. Of these, 0.0 qualify as hours of credit for ethics/professionalism.

Registration

Those who are eligible to apply should use the Zoom Webinar registration link in the Program Announcement email. Students who are registered will receive a confirmation email with a link to access the program.

Students must download Zoom before the webinar in order for the AGAI to record polling responses that are required for attendance verification and CLE credit.

The AGAI will be unable to verify attendance or grant CLE credit to students who have not downloaded Zoom before the webinar.