

# Personal Success & Time Management for Working Remotely in Construction

Designed for Front line project managers &  
project engineers with 0-10 years of project  
management experience



Learn Key Strategies to Help you Succeed Personally and on the Job

Covid 19 has forced many people to work remotely. It has tested even the most organized people on how to navigate stakeholders and teams from a distance. Many are becoming increasingly taxed with the responsibilities of today's projects and working from home. The amount of paperwork and necessary coordination make it difficult for anyone to get things done today. Long hours and constant connection make it difficult to find a new life balance. We are often vibrating between problems. While technology seems to have aided our industry, why does it seem we continue to struggle? This presentation will focus on simple blocking and tackling techniques to help prioritize and manage the most important resources.

## Learning Objectives

- Best practices for working from home
- Time management strategies unique to construction
- Prioritizing techniques
- Knowing when and how to delegate
- Utilize technology to be a benefit and not a distraction in our daily responsibilities
- Identify ways to help in the constant struggle of work life balance

## Registration Information

**Presenter:** Brad Benhart, Associate Professor, Purdue University, School of Construction Management

**Date:** Thursday, January 14, 2021

**Time:** 8:00 a.m. -12:00 p.m.

**Investment:** \$50 (Payable by check or we will invoice company after the conclusion of the program)

**Location:** Online (Link will be provide the week of the event)

**Register Online by: January 12th, 2021**

[www.cafnwin.org/training.php](http://www.cafnwin.org/training.php)  
or Email Registraion info to [tabitha@cafnwin.org](mailto:tabitha@cafnwin.org) or call 219-764-2883

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_