

# Personal Success & Time Management

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



## Required Course for the Construction Management Certificate Program (CMC)

A FLEXIBLE PROFESSIONAL DEVELOPMENT PROGRAM DESIGNED FOR FIELD AND OFFICE LEADERS IN THE CONSTRUCTION INDUSTRY

### COURSE OVERVIEW

Both office and field leadership have become increasingly taxed with the responsibilities of today's construction projects. The amount of paperwork and necessary coordination makes it difficult for anyone to get things done today. Long hours and constant connection make it difficult to find a life balance. We are often vibrating between problems. While technology seems to have aided our industry, why does it seem we continue to work long hours? This presentation will focus on simple blocking and tackling techniques for construction leaders to help them prioritize and manage the two most important resources – time and money. We will work on individual techniques that will translate into project management techniques for the projects.

### LEARNING OBJECTIVES

- 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 for work-life balance

### COURSE DETAILS & REGISTRATION INFORMATION

Date: Thursday, April 11, 2024  
Time: 12:00 p.m. – 4:00 p.m.  
Cost: \$200 (Lunch Included)  
Instructor: Brad Benhart

This course may be taken as a stand-alone or as part of the CAF Construction Management Certificate (CMC) Program

Location: Construction Advancement Foundation  
6050 Southport Road, Suite A  
Portage, IN 46368

Register Online by: April 09, 2024  
<https://cafnwin.org/register>  
or Call the CAF at 219-764-2883