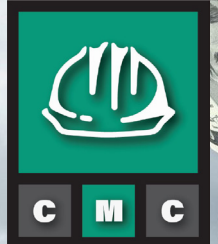


Personal Success & Time Management

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

In today's fast-paced construction industry, both office and field leaders are under increasing pressure to manage multiple responsibilities. The ever-growing demands of paperwork, coordination, and problem-solving can overwhelm even the most experienced professionals, leaving little time for balance. As technology advances, it often seems we are working harder and longer hours, yet struggling to stay ahead of the curve.

This course is designed to address these challenges by providing construction leaders with practical strategies to manage their most valuable resources—time and money. By focusing on proven time management techniques and personal success strategies, participants will not only improve their individual productivity but also enhance their project management skills. The tools and methods taught in this course will empower leaders to prioritize effectively, streamline processes, and achieve a better work-life balance.

LEARNING OBJECTIVES

- Learn time management strategies tailored specifically for the fast-paced demands of construction projects.
- Master prioritizing techniques to tackle the most critical tasks first and keep projects on track.
- Understand when and how to delegate effectively to maximize team productivity and focus on high-value responsibilities.
- Leverage technology as a tool for efficiency, minimizing distractions and enhancing daily workflow.
- Identify actionable steps to achieve a better work-life balance in the midst of constant project demands.

COURSE DETAILS & REGISTRATION INFORMATION

Date: Friday, February 27, 2026
Time: 8:00 a.m. – 12:00 p.m.
Cost: Free (Paid for by READI Grant)
Instructor: Brad Benhart, MBA, LEED AP

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: February 25, 2026
<https://cafnwin.org/register>
or Call the CAF at 219-764-2883