Project Managers have become increasingly taxed with the responsibilities of today’s construction projects. 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 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 project managers 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 of work life balance.

**REGISTRATION INFORMATION**

**Presenter:** Brad Benhart, Purdue University  
**Date:** Friday, January 24, 2020  
**Time:** 8:00 a.m. – 11:30 a.m.  
**Cost:** $100 (Breakfast Included)  
**Location:** Construction Advancement Foundation  
6050 Southport Road, Suite A  
Portage, IN 46368  
Phone: (219) 764-2883  

**Register Online by:** January 22, 2020  
www.cafhwin.org/training.php  
or Call the CAF at (219) 764-2883  

**Name:** ________________________________  
**Company:** ______________________________  
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**Phone:** ________________________________