

UTCA ACADEMY OF PROFESSIONAL DEVELOPMENT

TIME STRATEGIES FOR THE CONSTRUCTION INDUSTRY

February 7, 2018

There never seems to be enough time...

“There is no point in doing well, that which you should not be doing at all.”

This Time Management development process is a structured, open-ended pragmatic approach to managing your time. It's a process designed to help develop the attitudes, skills and qualities necessary to be more effective and achieve the goals you set.

It covers the following areas:

- Understanding Personal Productivity**
- Evaluating Your Time Matrix**
- Setting Goals**
- Establishing Priorities**
- Organizational Goal Setting**
- Identifying Time Robbers**
- Managing Your Time**
- Establishing Your Time Control System**

This workshop is designed to be highly interactive and show how you learn best when engaged in the process. The content is customized to the participants and therefore relevant. Each participant will receive a workbook to support the training and will be provided breakout materials in the workshop. We will focus on what makes individuals successful.



Serving New Jersey's Construction Industry Since 1965

**February 7th
8:30 A.M.-5:00 P.M.
Price \$325**

UTCA office is located at:

1670 Rte 34 N
Farmingdale, NJ 07727
[Click here for directions](#)

P:732-292-4300
F:732-292-4310
Or email Dan at dan@utcanj.org

Paul Anovick

**Business Owner, Entrepreneur
& Adjunct Professor at NJIT**

With over 35 years of business management experience in Sales and Operations, Paul has a wealth of practical knowledge along with a passion for business success. Paul's been directly involved with both startups and turn-arounds. As an entrepreneur, he has launched three successful companies in the past 20 years.

Paul's expertise includes executive coaching, leadership, strategic planning, streamlining and improving operational processes. His experience has enabled him to be known for the ability to adapt, innovate and effectively communicate with diverse audiences. Paul works with individuals through executive coaching, as well as companies and organizations. The results have led to an impressive client list over the past eight years of business. In the construction industry Paul has worked directly with companies such as J. Fletcher Creamer & Son, George Harms Construction, HC Constructors, Crisdel Group, Aspen Landscaping, Atlantic InfraTrac and Zack Painting, to name a few. Paul has facilitated for NJIT in Newark, NJ in conducting Leadership Programs for the University.

Please visit [Coach Anovick's](#) website for more details and connect on [LinkedIn](#).



UTILITY and TRANSPORTATION CONTRACTORS ASSOCIATION

Academy of Professional Development

PRESENTS:

TIME STRATEGIES FOR THE CONSTRUCTION INDUSTRY



Registration Form

Enclosed is our check in the amount of \$_____ to cover registration costs of \$325.00 per person. If you need additional copies of this form, please photocopy.

Time Strategies for Construction Seminar

UTCA Office 1670 Rte 34N, Farmingdale, NJ

February 7, 2018

8:30 A.M.- 5:00 P.M.

Please Type or Print Clearly

NAME

NAME

NAME

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_____ PEOPLE AT \$325 EACH

TOTAL DUE \$ _____ *

COMPANY

CONTACT NAME CONTACT EMAIL

CREDIT CARD NUMBER EXP. DATE SECURITY CODE

NAME ON CARD SIGNATURE *3% service charge for credit card transactions

CITY, STATE & ZIP PHONE

**FAX THIS FORM TO (732) 292-4310 OR EMAIL dan@utcanj.org
TO RESERVE YOUR SPOT AS SOON AS POSSIBLE!**

If paying by check, please mail to:
UTCA/NJ * P.O. Box 728 - Allenwood, NJ 08720