



PAHMA

Educating and Supporting the Affordable Housing Industry

## ***Presenting Key People Skills for Property Management Staffers***



*WEBINAR:*

## ***Managing Time to Maximize Performance***

**Is it difficult for you to manage interruptions that interfere with getting your work done?  
Do you risk running out of time before working on critical responsibilities and tasks?  
Would it help if you could spend less time being reactive and more time being proactive?**

If your answer to any of these questions is yes, then help is on the way! Please join us for a live, 90-minute interactive webinar where we will discuss key skills for *Managing Time to Maximize Performance!*

Topics to be covered will include: · How to create new habits for planning and scheduling · Shifting from spending time to investing time · Maximizing your use of resources · The benefit of networking for managing time · Learning how to treat time as an investment

**Date:** Tuesday, August 1, 2017

**Time:** 2:00PM Eastern, 90 minutes

**Cost:** \$100 per participant, PAHMA Member  
\$150 per participant, Nonmember

**Deadline:** Registration and payment MUST be received by Tuesday, July 25, 2017

**Registration:** Provide: First & Last Name, Company Name, Email Address

Send To: [INFO@PAHMA.ORG](mailto:INFO@PAHMA.ORG)

***MUST include email to receive webinar link***

**Payment:** Call 412-445-8357 for credit card payment

or payable/mail to: PAHMA, PO Box 199, Glenshaw, PA 15116

***This special event is brought to you by NAHMA, hosted by Rocky AHMA.***

**About the Trainer:** Brenda Harrington, founder of Adaptive Leadership Strategies, LLC, works with private, public and nonprofit organizations to improve performance by helping staff members work with greater agility and expanded leadership capacity. In the past, Brenda served as Executive Vice President, Operations for a large property management and consulting firm. She is a Moderator on the Global Delivery Team for Harvard Business School Publishing (HBP), where she facilitates leadership development courses for HBP corporate clients worldwide. Brenda has received her Certification for Leadership Coaching from Georgetown University, and is also certified by the International Coach Federation (ICF).