



**NYS RURAL RENTAL  
HOUSING ASSOCIATION**

**NYSRRHA**

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- **NYSRRHA (New York State Rural Rental Housing Association) offers professional training for entry-level Site Managers and Intermediate Owner/Managers at a VERY LOW COST.**
- **Established in 1992 to serve RD Sec. 515 Properties.**
- **AJ Johnson has provided training for NYSRRHA for several years and conducts many other types of training sessions for LIHTC, Fair Housing & Section 8.**



**NYS RURAL RENTAL  
HOUSING ASSOCIATION**

**Christine Johantgen  
NYSRRHA  
C/O GVRPC, Inc.  
5861 Groveland Station Rd.  
Mt. Morris, NY 14510  
E-Mail: [cjohantgen@gvrpc.com](mailto:cjohantgen@gvrpc.com)**

**Phone: 585-658-4860  
Fax: 585-658-4874**



**NYS RURAL RENTAL  
HOUSING ASSOCIATION**

**In Cooperation With**

**A.J. JOHNSON CONSULTING  
SERVICES, INC.**

**Presents**

**TIME MANAGEMENT &  
PRIORITIZATION FOR  
AFFORDABLE  
HOUSING MANAGERS**

**ON-LINE TRAINING  
TUESDAY  
MAY 6, 2025**

# NYSRRHA & AJ JOHNSON

## TIME MANAGEMENT & PRIORITIZATION FOR AFFORDABLE HOUSING MANAGERS

# REGISTRATION

### TIME Management & Prioritization For Affordable Housing Managers TUESDAY, MAY 6, 2025

#### ON-LINE TRAINING

#### WHEN:

Tuesday, May 6, 2025

9:30 AM-12:30 (2—15 Min Breaks)

#### WHERE:

From your office, couch or E-Z Chair.  
Log in information will be provided for registered participants.

#### FEES:

Membership Fee: \$35.00  
NYSRRHA Member: \$49.00  
NON-Members: \$69.00

Deadline to submit payment:  
Friday, May 2, 2025

**IMPORTANT: If you are not a member and would like to receive the member discount, please pay the \$35.00 Membership fee and the discounted \$49.00 registration rate.**

NAME: \_\_\_\_\_

COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

Email: \_\_\_\_\_

If you are joining NYSRRHA at this time, please include your \$35.00 membership fee along with the course registration at the "Member Rate". Make checks payable to NYSRRHA. This is your annual Membership.

Deadline to Submit Payment:

Friday, May 2, 2025

Membership Fee: \_\_\_\_\_ \$35.00

Member Rate : \_\_\_\_\_ \$49.00

Non-Members Rate: \_\_\_\_\_ \$69.00

Total Enclosed \$ \_\_\_\_\_

Mail your registration and check to:  
Christine Johantgen

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#### Course Description

Time Management & Prioritization for Affordable Housing Managers: This training offers comprehensive guidance on effective Time Management techniques specifically tailored for property management professionals. The content covers several key areas:

- Prioritization and goal setting using the "GOLD" method (Goals, Organize, Lists, Do It Now)
- Creating and managing short-term and long-term goals
- Effective use of lists and calendars (master and portable)
- Handling paperwork efficiently avoiding typical time wasters like constant email checking and social media.
- Implementing a 31-day filing system for task management creating specialized files for different aspects of work.
- Breaking large projects into manageable tasks  
Establishing priorities using the ABC method.

#### AJ JOHNSON

Mr. Johnson, as a private developer, oversaw the development of 70 multi-family housing complexes, with over 40 utilizing low-income housing tax credits. Currently, he serves as a training advisor to the Housing Credit Certification Board, assisting with the National Certification Examination for Tax Credit Management Personnel. Mr. Johnson is nationally recognized for his expertise in Affordable Housing, he is also a certified Fair Housing Specialist.