Course Information

Course Title: *Effective Time Management*   #372624

Number of continuing education credit hours recommended for this course:

CPA: 3 (All states)

In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.

National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration
   Florida Division of Certified Public Accountancy: 0004761 (Ethics #0011467)
   Hawaii Board of Accountancy: 14003
   New York State Board of Accountancy: 002146
   Ohio State Board of Accountancy: CPE .51PSR
   Pennsylvania Board of Accountancy: PX178025
   Texas State Board of Accountancy: 009349

Course Description

Many professionals feel overwhelmed by the pressure of work, and always seem to be working with a massive backlog of overdue projects. In *Effective Time Management*, we discuss how to prioritize your work, simplify tasks, increase the efficiency of routine activities, and offload less-critical work to others. Topics covered include time blocking, planning for the unplanna-ble, setting objectives, dealing with interruptions, how to say no, and much more. Incorpo-rating these improvements into your life should result in a better focus on what really matters, resulting in more effective use of your time.

Course Content

Publication/Revision date: 2/22/2024.
Author: Steven M. Bragg, CPA.
Final exam (online): Fifteen questions (multiple-choice).

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Personal Development

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview
Prerequisites: None
Advance Preparation: None

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- To retain the course-PDF after completion (for future reference) and to enable enhanced navigation: From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- Complete the course by following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
- Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- Recognize the contents of a time log.
- Describe the types of errors and how they impact time management.
- Cite the types of objects around which work must be scheduled.
- Specify the methods available for dealing with unplannable events.
- Describe the analysis methods used to identify the most important activities.
- Recognize the importance of objectives in time management.
- Specify the time management challenges associated with creative positions.
- Recognize the positives and negatives of being interrupted.
- Specify how networking can be accomplished in a time-effective manner.
- Recognize the situations in which using work instructions can reduce a man-ager's time involvement.
- Cite the steps needed to analyze a delay of action.
- Recognize a "red flag" request for work.
- Identify how to save time when dealing with travel arrangements.
- Identify the problems and benefits associated with working from home.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

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