



IMA Time Management

While we all have the same 24 hours in the day, some people seem able to do so much more with those hours and get more done. What is their secret? This course explores techniques and strategies to manage your time consistently with what is most important to you in work and life. We will identify time wasters and develop strategies for reducing them, and also techniques for creating an environment that helps us overcome time management challenges and enhance our productivity. Take a new look at time management to refresh what you know and to see time management from a new angle.

The goal of this course is to enable participants to consciously plan and exercise control over the amount of time they spend on specific activities throughout the day to increase effectiveness, efficiency, and productivity in the workplace.

Learning Objectives:

Upon completion of this course, you should be able to:

1. Identify the importance of effective time management
2. Explain different techniques to manage time efficiently
3. Recognize your time wasters and adopt strategies for reducing them
4. Create an environment conducive to overcoming time management drawbacks and enhancing productivity.

Delivery Method: QAS Self-Study

CPE Credit: 1 NASBA CPE credit

Field of Study: Personal Development

Knowledge Level: Basic

Prerequisites: Work experience in a professional staff environment or educational studies in accounting, business, or a related field.

Advance Preparation: None

Release Date: 8/1/2020

NASBA CPE information and Complaint Resolution and Refund Policy:

<https://www.imanet.org/career-resources/nasba-cpe-requirements?ssopc=1>