



PROMOTIONAL MATERIALS

Program Title:

Time Management for Leaders

Program Description:

Time Management means taking control over how you use your time and making sensible decisions about the way that you use it. By taking ownership of your time you can improve the quality and quantity of the work you do, achieve your goals, reduce stress, improve the efficiency of your company, and have more time to do what you want to do.

One of the traits of a great leader is how she is able to make great decisions even when under pressure or when times are difficult. Good time management strategies can help you manage under pressure. As a leader, you have the added responsibility of how your team uses their time. It's your job to coach them on time management strategies that will work for them.

This course will cover:

- Importance of time management
- Building healthy habits and firm boundaries
- Allocating your time as a leader
- How to delegate effectively
- Identifying time wasters
- How to determine priorities
- Simple time management skills to implement right away
- Time management strategies to consider
- And more...

Learning Objectives:

Upon successful completion of this course, you will be able to:

- Recognize the role healthy habits and firm boundaries play in high performance leadership and define ways to build them.
- Identify the methods for setting priorities for you and your team.
- Apply the four steps to effectively delegate to your team.
- Distinguish the different time management techniques and recall the benefits each has to the leader.

Delivery Method: QAS Self Study

Recommended CPE Credit: 2.5 credits

Field of Study: Personal Development

Prerequisites: None

Program Level: Basic

Advanced Preparation: No advanced preparation is needed

Course Registration:

Students must register via Bosstrack website for access to the course. A certificate of completion will be awarded after successful completion of the course.

Expiration Date:

Students will have one-year access from the date of purchase to complete their training and assessment.”

Grading Policy:

To earn successful completion of this course, students must pass the final assessment with a minimum 70% passing score. The assessment results will be displayed after the last assessment question is answered and the assessment is submitted. Based on the results, the student will have the option to retake the assessment if the passing score is not achieved. The student will have a total of three (3) attempts to complete the assessment. If the student does not receive a minimum 70% after three attempts, the student will need to retake the course from the beginning.

Refund / Cancellation Policy:

We want You to be satisfied with your purchase, but we also want You to give your best effort to apply all of the strategies in the Course.

The Company provides a 14-day money-back guarantee (“refund period”), for the Course. That money-back guarantee is governed by the following terms.

In the event that You decide your purchase was not the right decision, within the refund period and a completion certificate has not been issued, contact our support team at hello@thebosstrack.com and let us know you’d like a refund by the end of the refund period at 11:59 EST.

Complaint Resolution Policy:

“For more information regarding refund, concerns and program cancellation policies, please refer to our [Terms & Conditions & Refund Policy](#) or contact us at hello@thebosstrack.com.”

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