

Promotional: Time Management

You **MUST print this for Continuing Education purposes and keep with your certificate of completion.

Requirements:

For successful completion of this educational activity and receipt of 1.0 contact hour(s), the learner must:

1. Participate in 60 minutes of continuous learning.
2. Complete a quiz with a minimum score of 85%.
3. Complete an evaluation form.

Educational activity description:

Managing time effectively and efficiently is a skill that takes practice and effort to acquire and grow. Time management is a key element in personal productivity and sense of achievement and promotes organized and focused resident care. This educational activity explores best practices related to effective time management.

Target audience:

The target audience for this educational activity is nurses in the long-term care setting and other interested nurses. This is an intermediate level educational activity. Information is geared to practitioners with a general working knowledge of current practice trends and literature related to the subject matter. The focus is on increasing understanding and competent application of the subject matter.

Learning outcome:

At the completion of this educational activity, the learner will be able to demonstrate knowledge about time management by passing a quiz with 85% or greater accuracy.

Learning objectives:

At the completion of this educational activity, the learner will be able to:

1. Identify five (5) time- wasting behaviors.
2. List five (5) ways to overcome procrastination.
3. Select three (3) practices to create an effective to-do list.

Author:

Don Gordon, BS, MDiv, Dmin

Don is the founder and CEO of Christians Caring for Creation, Inc. and currently serves as Adjunct Professor of Religion at Lenoir-Rhyne University. Prior to that he served for 35 years in pastoral ministry in Virginia and North Carolina. He earned a Doctorate of Ministry degree from Columbia Theological Seminary (PCUSA), a M.Div. from Southeastern Baptist Theological Seminary, and a B.S. degree in Mathematics from Campbell University, where he was a four-year letterman and captain of the men's tennis team. He did further graduate studies in Mathematics at N.C. State University. Don has authored several books in the fields of church history, spiritual formation, and children's religious education. Since 2018 he has authored several curricula related to spiritual care, leadership, and ethics for the Healthcare Academy. He has recently served on the Board of Trustees for Campbell University in North Carolina and the Board of Directors for The Baptist Center for Ethics in Nashville, Tennessee. Don has spent many hours offering spiritual care in hospitals, hospice care facilities, nursing homes and assisted living facilities with many people he knew well or not at all, including his mother who lived for five years in such an environment.

Reviewer:

Marc A. Markell, Ph.D., CT

Marc Markell is a professor at St. Cloud State University. He earned a Ph.D. in Educational Psychology from the University of Minnesota. His primary areas of interest at St. Cloud State include teaching academic progress monitoring, literacy methods and strategies for students with special needs, behavior management, human Relations, and grief and loss education. He also supervises student teachers. Marc teaches graduate level courses Psychology of Lesbian, Gay, Bisexual, Transgender. He has written three books, several chapters, and many articles on issues related to diversity, oppression, grief, and academics.

Planning committee:

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ANCC continuing professional development information:

Healthcare Academy is accredited as a provider of nursing continuing professional development by the American Nurses Credentialing Center's Commission on Accreditation.

ANCC disclosure and program information:

Participants will be required to complete the entire educational activity, quiz, and evaluation form. There will be no endorsements of products or off-label use.

There are no relevant financial relationships for any individual in a position to control the content of this activity.

EXPIRATION: The expiration date for this educational activity is April 24, 2028. No contact hours will be awarded to participants who fail to submit evaluation forms. Please contact Healthcare Academy with questions.

NAB/NCERS

Healthcare Academy is a certified CE provider of continuing education with the National Association of Long-Term Care Administrator Boards (NAB). This program has been approved for Continuing Education for 1 total participant hours by NAB/NCERS—Approval #20270205-1-A117737-DL.

NAB requires that you spend 60 minutes in this coursework. If you do not spend 60 minutes in this coursework, your CE will not be submitted to NAB.

California Department of Public Health:

This course is approved by the CDPH. Provider ID (NAC#): 7045

Disclaimer: Time in Course

If you intend to use this course for continuing education credit, you **MUST** be in the course for the stated amount of time. If you do not meet the required time, your certificate may be deemed invalid.

Disclaimer: Content Advisory

Some courses may touch upon sensitive, controversial, or uncomfortable topics that could evoke emotional or psychological distress. Our goal at Healthcare Academy is to foster a respectful and inclusive learning environment and provide educational topics to support your work and your facility. We understand that these topics can elicit strong emotional responses. We want to ensure that you are aware of this before proceeding. If at any point you find the content overwhelming or distressing, we encourage you to take a break, seek support from a trusted individual, or discontinue participation in the course if necessary. By continuing with this course, you acknowledge and understand the potential triggering nature of the content. You take full responsibility for your engagement with the material, and the course creators, instructors, and platform including Healthcare Academy shall not be held liable for any emotional, psychological, or other adverse effects experienced because of your participation. If you have any concerns or questions regarding the course content, please contact your organizations Healthcare Academy representative for further guidance.

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