



# STUDY FRAMEWORK™

FINANCIAL ACCOUNTING AND REPORTING



PLANNER

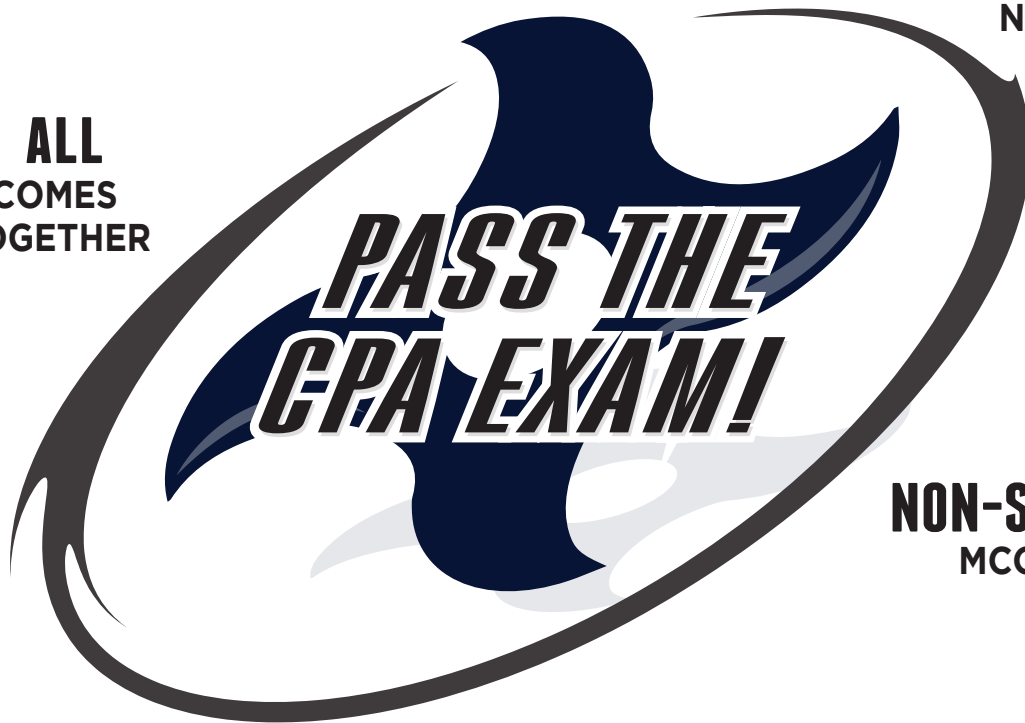


# STUDY FRAMEWORK™

**NAIL  
THE CONCEPTS**

**INTENSE  
NOTES**

**ALL  
COMES  
TOGETHER**



**NON-STOP  
MCQ**

**JUST  
RE-WRITE IT**

## **N** Nail the Concepts

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Read your NINJA Book or watch the Sparring Lectures before doing ANY MCQ. Begin reading the NINJA Notes and listening to the NINJA Audio - even if you haven't covered a particular subject in the NINJA Book. One key to success is to listen to the NINJA Audio and read the NINJA Notes as many times as possible in the weeks leading up to the exam.

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## **I** Intense Notes

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As you are Nailing the Concepts by watching the Sparring Lectures or reading the NINJA Book and NINJA Notes and listening to the NINJA Audio, take **Intense Notes**. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.

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## **N** Non-Stop MCQ

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You've watched the Sparring Lectures or read your NINJA Book and the NINJA Notes. You've listened to the NINJA Audio. You've taken Intense Notes and have a killer stack of Keywords and Notes going. Now it's time to dive into NINJA MCQ. If you miss a question, write down the Keywords and Notes that the question is testing you on and add it to your stack of notes. If you get a question correct, but think you'll forget the concept later on, write it down.

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## **J** Just Re-Write It

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It's tedious. It's awful. It works. The process will take about a week, so plan accordingly. Take your stack of notes and re-write them into the Keywords and Notes area of this study planner (you'll likely need to make multiple copies of each page). The easy road is to skip this step. Don't take the easy road - it will pay dividends on Exam Day.

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## **N** All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've re-written your Keywords and Notes. This is where it all comes together. Carry your stack of Keywords and Notes everywhere you go. Watch all of the CRAM videos and read through the NINJA Flashcards. Make a list of your weakest MCQ topics and work backwards. Start with your weakest and do 20 question "mini-testlets" until you score in the 70s and move to your next weakest topic. Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face.

## Nail the Concepts

- ✓ Read the NINJA Book cover to cover
- ✓ Read NINJA Notes in your down time instead of social media, etc.
- ✓ Listen to NINJA Audio 24/7 in the car, at the gym, etc.
- ✓ Take Intense Notes while reading the NINJA Book and Notes and listening to the NINJA Audio (see page 6).
- ✓ Don't move on to the MCQ until you have read the complete NINJA Book - or have gone past the time you've budgeted for the book. If you get behind - it's ok to skim and read the examples. It's more important to stay on schedule.

### FAR Book Checkoff List

- Principles
- Cash, Receivables, & Investments
- Inventory
- Property, Plant, and Equipment
- Intangibles Assets
- Bonds
- Liabilities
- Leases
- EBP- Financial Statements
- Equity
- Revenue & Expense
- Financial Reporting
- Income Taxes
- Statement of Cash Flows
- Business Combinations
- IFRS & SEC Reporting
- Governmental Funds
- Governmental Reporting
- NFP Accounting

#### NINJA Notes Checkoff List

- Accounting Changes
- Financial Reporting
- Bonds & Debt Restructure
- Consolidations
- Deferred Taxes
- Investments and Derivatives
- Fixed Assets
- Governmental Accounting
- Segments & Interim Reporting
- Partnership Accounting
- Inventory
- Leases
- Current Assets & Liabilities
- Not-For Profit Accounting
- Financial Statement of Employee Benefit Plans
- Statement of Cash Flows
- Stockholders' Equity

#### NINJA Audio Checkoff List

- Financial Reporting
- Working Capital & Ratios
- Statement of Cash Flows
- Stockholders Equity
- Consolidations
- Segment & Interim Reporting
- Fixed Assets
- Bonds
- Leases
- Inventory
- Investments
- Deferred Taxes
- Derivatives & Hedging
- Partnership Accounting
- Governmental Accounting
- NFP Accounting
- EBP Financial Topics

## Intense Notes

- ✓ As you watch the Sparring Lectures or read the NINJA Book and NINJA Notes, and listen to the NINJA Audio, take intense notes. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.
- ✓ Take Notes while reading the NINJA Book or watching the Sparring Lectures
- ✓ Take Notes while reading the NINJA Notes
- ✓ Take Notes while listening to the NINJA Audio

### Keywords

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*HOME MORTGAGE INTEREST*



**Throw away your highlighter and pick up your pen! According to Harvard Library:**

*“Throw away your highlighter: Highlighting can seem like an active reading strategy, but it can actually distract from the business of learning and dilute your comprehension. Those bright yellow lines you put on a printed page one day can seem strangely cryptic the next, unless you have a method for remembering why they were important to you at another moment in time. Pen or pencil will allow you to do more to a text you have to wrestle with.”*

### Notes

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*Mortgage Interest deductible on loans up to \$1M.  
Home Equity Interest deductible on loans up to \$100K.*

*As for the actual notes, we recommend using the Cornell Method for note-taking, a method preferred by universities and other learning centers. The basic idea is that the left side of your page will contain keywords, key concepts, or questions while the right side of your page will contain general notes that correspond to the keywords and concepts on the left. The bottom of the page is reserved for you to write a summary of what is contained on that page.*









## Non-Stop MCQ



### **STOP!**

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*Do not start the MCQ until you've read the NINJA Book (or you've surpassed the time budgeted in your study plan for the NINJA Book).*

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- ✓ Dive into NINJA MCQ
- ✓ The software knows what you do not based on the questions you answer incorrectly.
- ✓ If you miss a question, write down the “main point” of the question as a Keywords and Notes and add it to your stack of notes.
- ✓ If you get a question correct, but think you’ll forget the concept later on, write it down.
- ✓ There are two phases to NINJA MCQ:
  1. The Evaluation Phase (the first 15% of the material, which figures out what you know — and what you don’t),
  2. The RECON Phase (the software tailors the questions to help you improve in the areas where you are weakest).
  3. After completion of the Evaluation Phase, the RECON Phase and its progress bar will be enabled. During this phase, you will be presented with MCQ using our proprietary algorithm that is designed for your optimal retention of the study material. The RECON progress bar will reflect the percentage of correctly answered questions out of the total questions present in the course.

# 1. Conceptual Framework, Standard-Setting and Financial Reporting

- ❑ A. Conceptual Framework and Standard-Setting for Business and Non-business Entities
  - ❑ i. Conceptual Framework
  - ❑ ii. Standard-Setting Process
- ❑ B. General Purpose Financial Statements: For-Profit Business Entities
  - ❑ i. Balance Sheet/ Statement of Financial Position
  - ❑ ii. Income Statement/ Statement of Profit or Loss
  - ❑ iii. Statement of Comprehensive Income
  - ❑ iv. Statement of Changes in Equity
  - ❑ v. Statement of Cash Flows
  - ❑ vi. Notes to Financial Statements
  - ❑ vii. Consolidated Financial Statements (Including Wholly Owned Subsidiaries and Non-controlling Interests...)
- ❑ C. General-Purpose Financial Statements: Non-Governmental, Not-For-Profit Entities
  - ❑ i. Statement of Financial Position
  - ❑ ii. Statement of Activities
  - ❑ iii. Statement of Cash Flows
- ❑ D. Public Company Reporting Topics (U.S. SEC Reporting Requirements, Earnings Per Share and Segment Rep..)
- ❑ E. Financial Statements of Employee Benefit Plans
- ❑ F. Special Purpose Frameworks

## 2. Select Financial Statement Accounts

- ❑ A. Cash and Cash Equivalents
- ❑ B. Trade Receivables
- ❑ C. Inventory
- ❑ D. Property, Plant and Equipment
- ❑ E. Investments
  - ❑ i. Financial Assets at Fair Value
  - ❑ ii. Financial Assets at Amortized Cost
  - ❑ iii. Equity Method Investments
- ❑ F. Intangible Assets – Goodwill and Other
- ❑ G. Payables and Accrued Liabilities
- ❑ H. Long-Term Debt (Financial Liabilities)
  - ❑ i. Notes and Bonds Payable
  - ❑ ii. Debt Covenant Compliance
- ❑ I. Equity
- ❑ J. Revenue Recognition
- ❑ K. Stock Compensation (Share-based Payments)
- ❑ L. Income Taxes

## 3. Select Transactions

- ❑ A. Accounting Changes and Error Corrections
- ❑ B. Business Combinations
- ❑ C. Contingencies and Commitments
- ❑ D. Derivatives and Hedge Accounting (e.g. Swaps, Options, Forwards)
- ❑ E. Foreign Currency Transactions and Translation
- ❑ F. Leases
- ❑ G. Nonreciprocal Transfers
- ❑ H. Research and Development Costs

- I. Software Costs
- J. Subsequent Events
- K. Fair Value Measurements

## 4. State and Local Governments

- A. State and Local Government Concepts
  - i. Conceptual Framework
  - ii. Measurement Focus and Basis of Accounting
  - iii. Purpose of Funds
- B. Format and Content of the Financial Section of the Comprehensive Annual Financial Report (CAFR)
  - i. Government-wide Financial Statements
  - ii. Governmental Funds Financial Statements
  - iii. Proprietary Funds Financial Statements
  - iv. Fiduciary Funds Financial Statements
  - v. Notes to Financial Statements
  - vi. Management's Discussion and Analysis
  - vii. Budgetary Comparison Reporting
  - viii. Required Supplementary Information (RSI) other than Management's Discussion and Analysis
  - ix. Financial Reporting Entity, Including Blended and Discrete Component Units
- C. Deriving Government-wide Financial Statements and Reconciliation Requirements

- D. Typical Items and Specific Types of Transactions and Events: Measurement, Valuation, Calculation and...
  - i. Net Position and Components Thereof
  - ii. Fund balances and Components Thereof
  - iii. Capital Assets and Infrastructure Assets
  - iv. General and Proprietary Long-Term Liabilities
  - v. Interfund Activity, Including Transfers
  - vi. Nonexchange Revenue Transactions
  - vii. Expenditures and Expenses
  - viii. Special Items
  - ix. Budgetary Accounting and Encumbrances
  - x. Other Financing Sources and Uses









## All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've rewritten your Keywords and Notes. This is where it all comes together.

- ❑ Carry your stack of Keywords and Notes everywhere you go.
- ❑ Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures on your weakest topics.
- ❑ Read through NINJA Flashcards
- ❑ Make a list of your weakest MCQ topics and work backwards. Start with your weakest topic and do 20 question "mini-testlets" until you score in the 70s and move to your next weakest topic.
- ❑ Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face. **HIYA!**

# The ELL Plan™

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# Schedule

- ✓ With the ELL Plan™ you will exceed the recommended 130 study hours in seven weeks.
- ✓ You will incorporate 25 hours of studying into each week using the **Early-Lunch-Late** method.
- ✓ You have an extra five hours of study time built in to allow for the unexpected.

The Early Late Lunch Plan is simple. The sacrifice is not. The idea is that you set a schedule, make a habit of it over the course of the 7 weeks necessary to pull this off.

## How it works:

### EARLY

Get up 1.5 hours earlier than normal. If you are already getting up at 4, don't shake your head in disgust. This plan isn't for you. For those who normally get up at 6 or 6:30 am, start getting up at 4:30 or 5. Stumble to the coffee pot (which you loaded the night before) and hit the "go" button.

While the coffee is brewing, go take a quick shower and wake up. Head back to the coffee, grab a cup and sit down at your computer and books (which you also set up the night before).

**Study for an hour.**

Notice that checking your e-mail, Facebook, sports sites, or news was nowhere in this sequence.

### LUNCH

Say no to the co-workers heading down the street to grab lunch and talk about how dumb their boss is for an hour. You take your lunch to your desk (which you also packed the night before). Start eating and hit play on your NINJA Audio.

Your legal pad and pen will get food smears on it while you take notes, as will your mouse, but who cares. Same rule applies as the morning: no e-mail or Internet.

**Study for an hour.**

### LATE

This is where it will differ greatly based on your home situation, based on whether you are single with no children, married with no children, or married with children but your spouse is at home, etc.

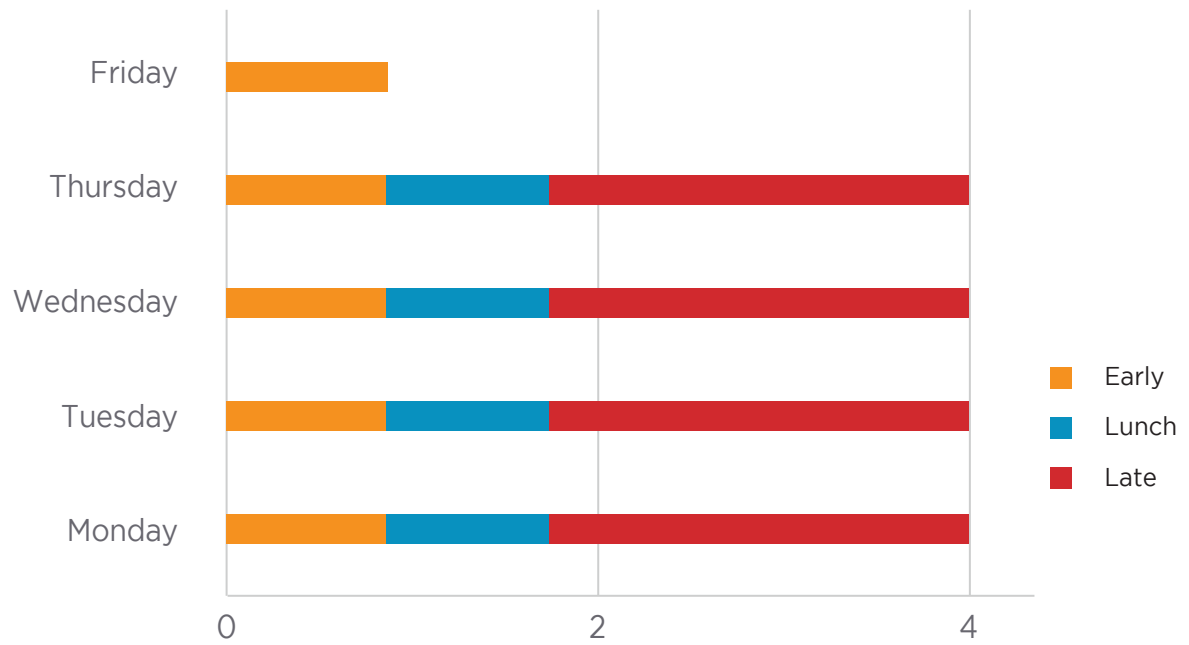
Somewhere between the hours of 7:00 p.m. to -11:00 p.m. set aside the time to study. Study at a coffee shop, the library, stay late at work, do it at home...whatever works for your situation.

**Study 2 hours.**

Do this four days a week. Have lunch out Friday and take Friday night off.

## Repeat for 7 Weeks!

# Work Day Schedule



# The ELL Plan™ 7-Week Calendar

	MON	TUE	WED	THUR	FRI	SAT	SUN
<b>WEEK 1</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 2</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 3</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 4</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 5</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 6</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 7</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4

# Weekly Progress Tracker

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You should complete **20 to 25 Hours of studying per Week** to stay on a 7-week track.

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# STUDY LOG

## Week 1

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

## Week 2

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25



# STUDY LOG

## Week 3

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

## Week 4

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

# STUDY LOG

## Week 5

- Non-stop MCQ
- Take notes where applicable
- Listen to all of the NINJA Audio

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

## Week 6

- Non-stop MCQ
- Just rewrite it.
- Review all of your Keywords and Notes over and over again

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 7

Study Hours		
Monday	□ Early	1
	□ Lunch	1
	□ Late	2
Tuesday	□ Early	1
	□ Lunch	1
	□ Late	2
Wednesday	□ Early	1
	□ Lunch	1
	□ Late	2
Thursday	□ Early	1
	□ Lunch	1
	□ Late	2
Friday	□ Early	1
	□ Lunch	1
	□ Late	2
Saturday	□	4
Sunday	□	4
<b>TOTAL</b>		<b>25</b>

### □ You should now be in the RECON Phase of the MCQ

1. Find your weakest section, based on your scores, and start there with drilling down into those questions until you are at 70% proficiency or higher.
2. Then move on to your second weakest topic
3. Your Trending Goal this week is to be at 85% or higher.
4. Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures based on your weakest topics.

### □ 1-3 Days Before Exam

1. Read NINJA FlashCards over and over again
2. Continue watching Sparring Lectures on your weakest topics

### □ 1 Day Before Exam

1. Read NINJA Notes
2. Read your Keywords and Notes

### □ Day of the Exam (try to schedule your exam for around 1:00 p.m.)

1. Do the MCQ of your weakest topic
2. Read NINJA Notes
3. Read your Keywords and Notes
4. En route to the Exam listen to the NINJA Audio topic that is your weakest section
5. At the testing center, in your car, review the NINJA Notes on your weakest topic.



# STUDY FRAMEWORK™

AUDITING AND ATTESTATION



PLANNER

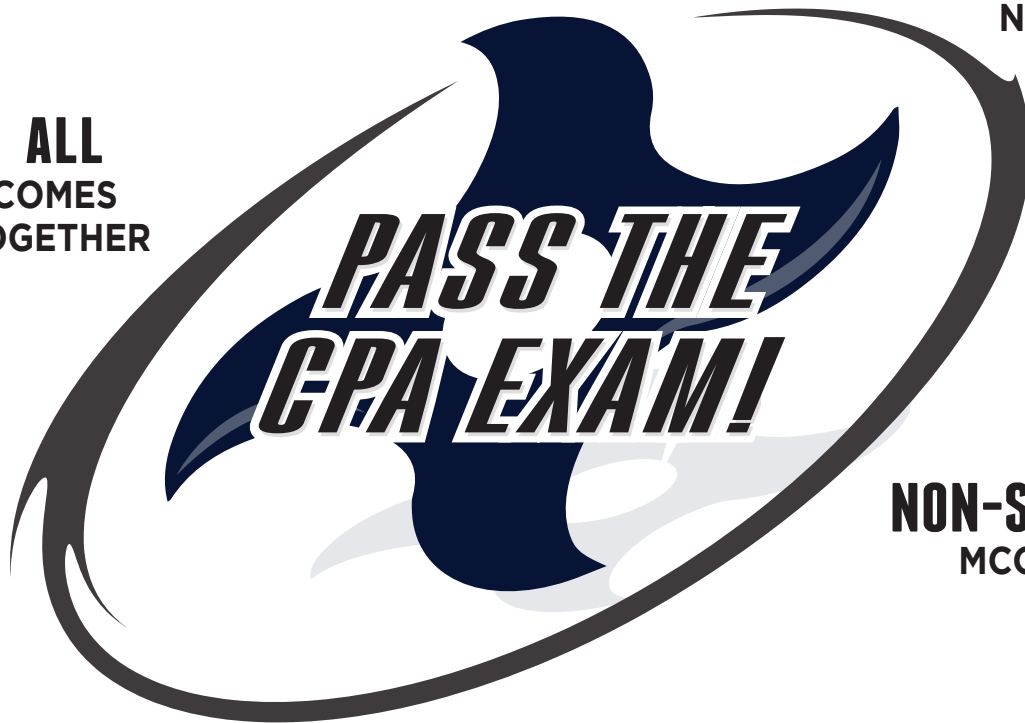


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## **J** Just Re-Write It

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## Nail the Concepts

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- ✓ Listen to NINJA Audio 24/7 in the car, at the gym, etc.
- ✓ Take Intense Notes while reading the NINJA Book and Notes and listening to the NINJA Audio (see page 6).
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### AUD Book Checkoff List

## Understanding The Entity & Its Environment, Including Internal Control

- U.S. GAAS
- Planning
- Internal Control
- Evidence & Procedures
- Audit Programs
- Audit Sampling
- Audit IT Systems
- Audit Reports
- Audits of Group Financial Statements
- Governmental Auditing
- Other Auditing Standards
- Other Reports
- Accounting & Review Services
- Attestation Engagements
- Professional Responsibilities
- Financial Ratios
- Public Company Audit Reports
- Audit Data Analytics

### NINJA Notes Checkoff List

- Engagement Planning
- Internal Control
- Auditing & IT
- Evidence & Risk
- Audit Reports
- Audit Sampling
- Professional Responsibilities
- International Auditing

### NINJA Audio Checkoff List

- Engagement Planning
- Internal Control
- Auditing & IT
- Evidence & Risk
- Audit Reports
- Audit Sampling
- Professional Responsibilities
- International Auditing



## Intense Notes

- ✓ As you watch the Sparring Lectures or read the NINJA Book and NINJA Notes, and listen to the NINJA Audio, take intense notes. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.
- ✓ Take Notes while reading the NINJA Book or watching the Sparring Lectures
- ✓ Take Notes while reading the NINJA Notes
- ✓ Take Notes while listening to the NINJA Audio

### Keywords

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*HOME MORTGAGE INTEREST*



**Throw away your highlighter and pick up your pen! According to Harvard Library:**

*“Throw away your highlighter: Highlighting can seem like an active reading strategy, but it can actually distract from the business of learning and dilute your comprehension. Those bright yellow lines you put on a printed page one day can seem strangely cryptic the next, unless you have a method for remembering why they were important to you at another moment in time. Pen or pencil will allow you to do more to a text you have to wrestle with.”*

### Notes

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*Mortgage Interest deductible on loans up to \$1M.  
Home Equity Interest deductible on loans up to \$100K.*

*As for the actual notes, we recommend using the Cornell Method for note-taking, a method preferred by universities and other learning centers. The basic idea is that the left side of your page will contain keywords, key concepts, or questions while the right side of your page will contain general notes that correspond to the keywords and concepts on the left. The bottom of the page is reserved for you to write a summary of what is contained on that page.*







## Non-Stop MCQ



### **STOP!**

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*Do not start the MCQ until you've read the NINJA Book (or you've surpassed the time budgeted in your study plan for the NINJA Book).*

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- ✓ Dive into NINJA MCQ
- ✓ The software knows what you do not based on the questions you answer incorrectly.
- ✓ If you miss a question, write down the “main point” of the question as a Keywords and Notes and add it to your stack of notes.
- ✓ If you get a question correct, but think you'll forget the concept later on, write it down.
- ✓ There are two phases to NINJA MCQ:
  1. The Evaluation Phase (the first 15% of the material, which figures out what you know – and what you don't),
  2. The RECON Phase (the software tailors the questions to help you improve in the areas where you are weakest).
  3. After completion of the Evaluation Phase, the RECON Phase and its progress bar will be enabled. During this phase, you will be presented with MCQ using our proprietary algorithm that is designed for your optimal retention of the study material. The RECON progress bar will reflect the percentage of correctly answered questions out of the total questions present in the course.

## 1. Ethics, Professional Responsibilities and General Principles

- ❑ A. Nature and Scope
  - ❑ i. Nature and Scope: Audit Engagements
  - ❑ ii. Nature and Scope: Engagements Conducted under Government Accountability Office Government Auditing S...
  - ❑ iii. Nature and Scope: Non-audit Engagements
- ❑ B. Ethics, Independence and Professional Conduct
  - ❑ i. AICPA Code of Professional Conduct
  - ❑ ii. Requirements of the Securities and the Exchange Commission and the Public Company Accounting Oversight...
  - ❑ iii. Requirements of the Government Accountability Office and the Department of Labor
  - ❑ iv. Professional Skepticism and Professional Judgment
- ❑ C. Terms of Engagement
  - ❑ i. Preconditions for an Engagement
  - ❑ ii. Terms of Engagement and Engagement Letter
- ❑ D. Requirements for Engagement Documentation
- ❑ E. Communication with Management and Those Charged with Governance
  - ❑ i. Planned Scope and Timing of an Engagement
  - ❑ ii. Internal Control Related Matters
- ❑ F. A Firm's System of Quality Control, Including Quality Control at the Engagement Level

## 2. Assessing Risk and Developing a Planned Response

- ❑ A. Planning an Engagement
  - ❑ i. Developing an Overall Engagement Strategy
  - ❑ ii. Developing a Detailed Engagement Plan
- ❑ B. Understanding an Entity and its Environment
  - ❑ i. External Factors
  - ❑ ii. Internal Factors
- ❑ C. Understanding an Entity's Internal Control
  - ❑ i. Control environment, IT general controls and entity-level controls
  - ❑ ii. Business processes and the design of internal controls, including IT systems
  - ❑ iii. Implications of an Entity Using a Service Organization
  - ❑ iv. Limitations of controls and risk of management override
- ❑ D. Assessing Risk Due to Fraud, Including Discussion Among the Engagement Team about the Risk of Mater...
- ❑ E. Identifying and Assessing the Risk of Material Misstatement, whether due to Error or Fraud, and Plan...
  - ❑ i. Impact of Risks at the Financial Statement Level
  - ❑ ii. Impact of Risks for Each Relevant Assertion at the Class of Transaction, Account Balance and Disclos...
  - ❑ iii. Further Procedures Responsive to Identified Risks
- ❑ F. Materiality
  - ❑ i. For the Financial Statements as a Whole
  - ❑ ii. Performance Materiality and Tolerable Misstatement
- ❑ G. Planning for and Using the Work of Others
- ❑ H. Specific Areas of Engagement Risk
  - ❑ i. An Entity's Compliance with Laws and Regulations, Including Possible Illegal Acts
  - ❑ ii. Accounting Estimates, Including Fair Value Estimates
  - ❑ iii. Related Parties and Related Party Transactions

### 3. Performing Further Procedures and Obtaining Evidence

- ❑ A. Understanding Sufficient Appropriate Evidence
- ❑ B. Sampling Techniques
- ❑ C. Performing Specific Procedures to Obtain Evidence
  - ❑ i. Analytical Procedures
  - ❑ ii. External Confirmations
  - ❑ iii. Inquiry of Management and Others
  - ❑ iv. Observation and Inspection
  - ❑ v. Recalculation and Reperformance
  - ❑ vi. All Other Procedures
  - ❑ vi. Audit data analytics
- ❑ D. Specific Matters that Require Special Consideration
  - ❑ i. Accounting Estimates
  - ❑ ii. Investments in Securities
  - ❑ iii. Inventory and Inventory Held by Others
  - ❑ iv. Litigation, Claims and Assessments
  - ❑ v. An Entity's Ability to Continue as a Going Concern
- ❑ E. Misstatements and Internal Control Deficiencies
- ❑ F. Written Representations
- ❑ G. Subsequent Events and Subsequently Discovered Facts



## 4. Forming Conclusions and Reporting

- A. Reports on Auditing Engagements
  - i. Forming an Audit Opinion, Including Modification of an Auditor's Opinion
  - ii. Form and Content of an Audit Report, Including the Use of Emphasis-of-Matter and Other-Matter (Expla...
  - iii. Audit of Internal Control Integrated with an Audit of Financial Statements
- B. Reports on Attestation Engagements
  - i. General Standards for Attestation Reports
  - ii. Agreed-upon Procedures Reports
  - iii. Reporting on Controls at a Service Organization
- C. Accounting and Review Service Engagements
  - i. Preparation Engagements
  - ii. Compilation Reports
  - iii. Review Reports
- D. Reporting on Compliance
- E. Other Reporting Considerations
  - i. Comparative Statements and Consistency Between Periods
  - ii. Other Information in Documents with Audited Statements
  - iii. Review of Interim Financial Information
  - iv. Supplementary Information
  - v. Additional Reporting Requirements under Government Accountability Office Government Auditing Standar...
  - vi. Special-purpose and Other Country Frameworks







## All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've rewritten your Keywords and Notes. This is where it all comes together.

- ❑ Carry your stack of Keywords and Notes everywhere you go.
- ❑ Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures on your weakest topics.
- ❑ Read through NINJA Flashcards
- ❑ Make a list of your weakest MCQ topics and work backwards. Start with your weakest topic and do 20 question "mini-testlets" until you score in the 70s and move to your next weakest topic.
- ❑ Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face. **HIYA!**

# The ELL Plan™

Copyright 2021



# Schedule

- ✓ With the ELL Plan™ you will exceed the recommended 130 study hours in seven weeks.
- ✓ You will incorporate 25 hours of studying into each week using the **Early-Lunch-Late** method.
- ✓ You have an extra five hours of study time built in to allow for the unexpected.

The Early Late Lunch Plan is simple. The sacrifice is not. The idea is that you set a schedule, make a habit of it over the course of the 7 weeks necessary to pull this off.

## How it works:

### EARLY

Get up 1.5 hours earlier than normal. If you are already getting up at 4, don't shake your head in disgust. This plan isn't for you. For those who normally get up at 6 or 6:30 am, start getting up at 4:30 or 5. Stumble to the coffee pot (which you loaded the night before) and hit the "go" button.

While the coffee is brewing, go take a quick shower and wake up. Head back to the coffee, grab a cup and sit down at your computer and books (which you also set up the night before).

**Study for an hour.**

Notice that checking your e-mail, Facebook, sports sites, or news was nowhere in this sequence.

### LUNCH

Say no to the co-workers heading down the street to grab lunch and talk about how dumb their boss is for an hour. You take your lunch to your desk (which you also packed the night before). Start eating and hit play on your NINJA Audio.

Your legal pad and pen will get food smears on it while you take notes, as will your mouse, but who cares. Same rule applies as the morning: no e-mail or Internet.

**Study for an hour.**

### LATE

This is where it will differ greatly based on your home situation, based on whether you are single with no children, married with no children, or married with children but your spouse is at home, etc.

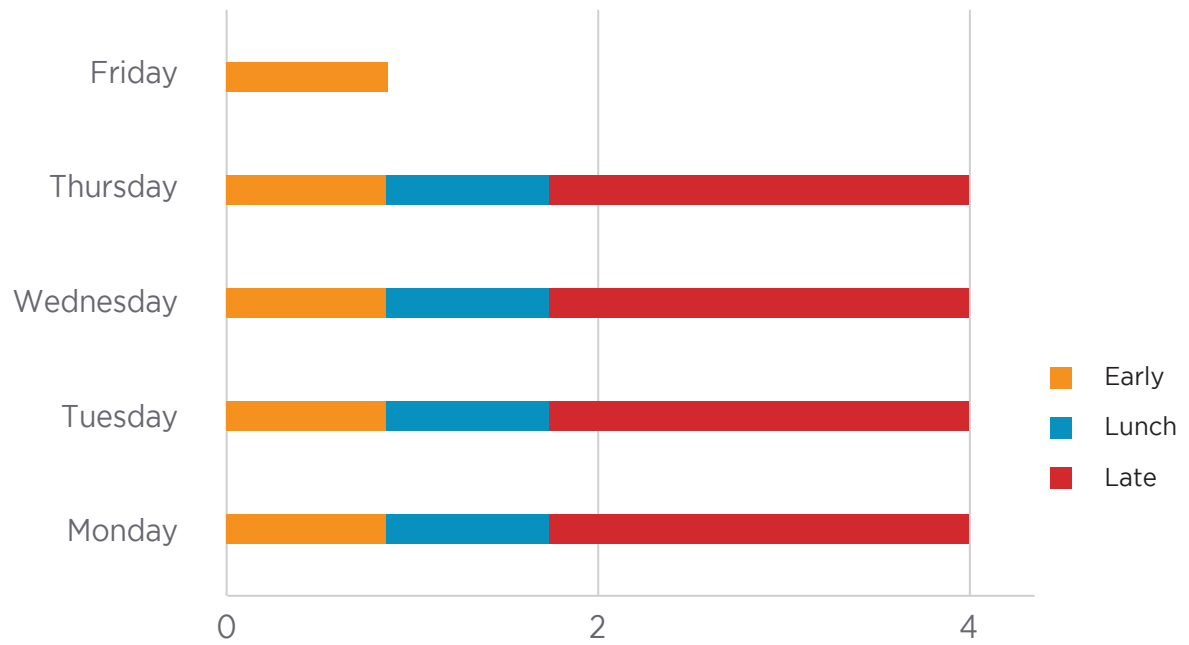
Somewhere between the hours of 7:00 p.m. to -11:00 p.m. set aside the time to study. Study at a coffee shop, the library, stay late at work, do it at home...whatever works for your situation.

**Study 2 hours.**

Do this four days a week. Have lunch out Friday and take Friday night off.

## Repeat for 7 Weeks!

# Work Day Schedule





# The ELL Plan™ 7-Week Calendar

	MON	TUE	WED	THUR	FRI	SAT	SUN
<b>WEEK 1</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 2</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 3</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 4</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 5</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 6</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 7</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4

# Weekly Progress Tracker

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**You should complete  
20 to 25 Hours of  
studying per Week  
to stay on a 7-week  
track.**

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# STUDY LOG

## Week 1

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

## Week 2

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 3

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

## Week 4

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

# STUDY LOG

## Week 5

- Non-stop MCQ
- Take notes where applicable
- Listen to all of the NINJA Audio

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

## Week 6

- Non-stop MCQ
- Just rewrite it.
- Review all of your Keywords and Notes over and over again

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 7

Study Hours		
Monday	□ Early	1
	□ Lunch	1
	□ Late	2
Tuesday	□ Early	1
	□ Lunch	1
	□ Late	2
Wednesday	□ Early	1
	□ Lunch	1
	□ Late	2
Thursday	□ Early	1
	□ Lunch	1
	□ Late	2
Friday	□ Early	1
	□ Lunch	1
	□ Late	2
Saturday	□	4
Sunday	□	4
<b>TOTAL</b>		<b>25</b>

### □ You should now be in the RECON Phase of the MCQ

1. Find your weakest section, based on your scores, and start there with drilling down into those questions until you are at 70% proficiency or higher.
2. Then move on to your second weakest topic
3. Your Trending Goal this week is to be at 85% or higher.
4. Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures based on your weakest topics.

### □ 1-3 Days Before Exam

1. Read NINJA FlashCards over and over again
2. Continue watching Sparring Lectures on your weakest topics

### □ 1 Day Before Exam

1. Read NINJA Notes
2. Read your Keywords and Notes

### □ Day of the Exam (try to schedule your exam for around 1:00 p.m.)

1. Do the MCQ of your weakest topic
2. Read NINJA Notes
3. Read your Keywords and Notes
4. En route to the Exam listen to the NINJA Audio topic that is your weakest section
5. At the testing center, in your car, review the NINJA Notes on your weakest topic.



# STUDY FRAMEWORK™

## REGULATION



PLANNER

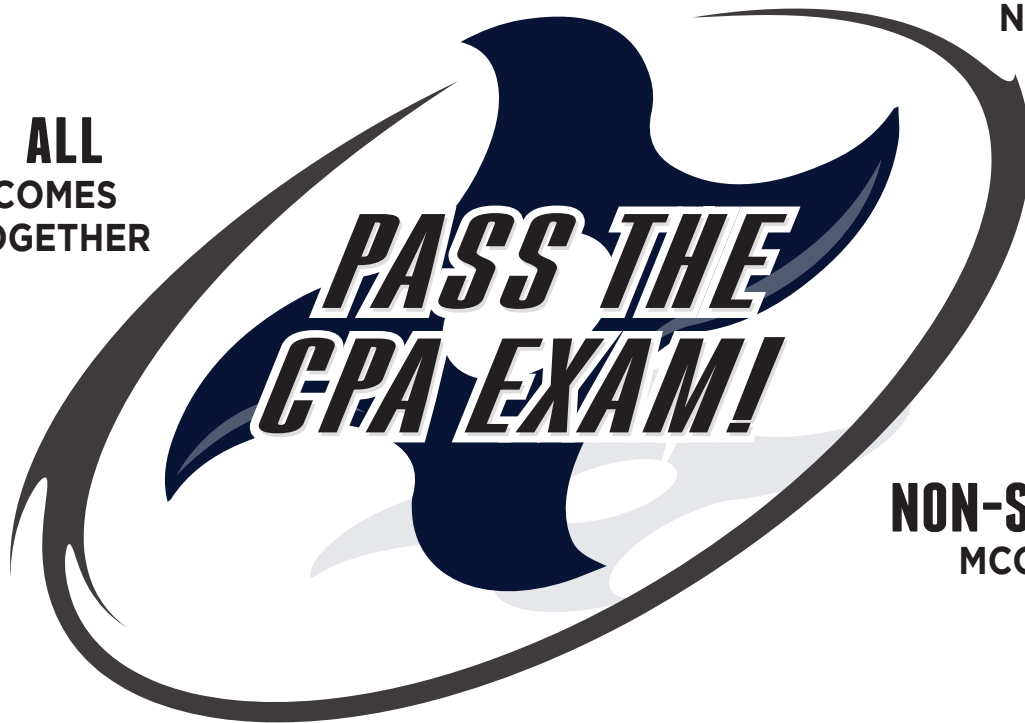


# STUDY FRAMEWORK™

**NAIL  
THE CONCEPTS**

**INTENSE  
NOTES**

**ALL  
COMES  
TOGETHER**



**NON-STOP  
MCQ**

**JUST  
RE-WRITE IT**





## N Nail the Concepts

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Read your NINJA Book or watch the Sparring Lectures before doing ANY MCQ. Begin reading the NINJA Notes and listening to the NINJA Audio - even if you haven't covered a particular subject in the NINJA Book. One key to success is to listen to the NINJA Audio and read the NINJA Notes as many times as possible in the weeks leading up to the exam.

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## I Intense Notes

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As you are Nailing the Concepts by watching the Sparring Lectures or reading the NINJA Book and NINJA Notes and listening to the NINJA Audio, take **Intense Notes**. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.

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## N Non-Stop MCQ

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You've watched the Sparring Lectures or read your NINJA Book and the NINJA Notes. You've listened to the NINJA Audio. You've taken Intense Notes and have a killer stack of Keywords and Notes going. Now it's time to dive into NINJA MCQ. If you miss a question, write down the Keywords and Notes that the question is testing you on and add it to your stack of notes. If you get a question correct, but think you'll forget the concept later on, write it down.

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## J Just Re-Write It

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It's tedious. It's awful. It works. The process will take about a week, so plan accordingly. Take your stack of notes and re-write them into the Keywords and Notes area of this study planner (you'll likely need to make multiple copies of each page). The easy road is to skip this step. Don't take the easy road - it will pay dividends on Exam Day.

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## N All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've re-written your Keywords and Notes. This is where it all comes together. Carry your stack of Keywords and Notes everywhere you go. Watch all of the CRAM videos and read through the NINJA Flashcards. Make a list of your weakest MCQ topics and work backwards. Start with your weakest and do 20 question "mini-testlets" until you score in the 70s and move to your next weakest topic. Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face.



## Nail the Concepts

- ✓ Read the NINJA Book cover to cover
- ✓ Read NINJA Notes in your down time instead of social media, etc.
- ✓ Listen to NINJA Audio 24/7 in the car, at the gym, etc.
- ✓ Take Intense Notes while reading the NINJA Book and Notes and listening to the NINJA Audio (see page 6).
- ✓ Don't move on to the MCQ until you have read the complete NINJA Book - or have gone past the time you've budgeted for the book. If you get behind - it's ok to skim and read the examples. It's more important to stay on schedule.

### REG Book Checkoff List

- Contract Law
- Secured Transactions
- Debtor & Creditor Relationships
- Agency Law
- Business Structures
- Federal Securities Regulations
- Other Federal Regulations
- Ethics
- Individual Taxation
- Property Transactions
- Trusts, Estates, Gifts & Exempt Organizations
- Corporate Taxation
- Partnership Taxation
- Other Tax Topics

## Taxation

- Individual Taxation
- Partnership Taxation
- Corporate Taxation
- Gift & Trust Taxation
- Property Transactions
- Multi-Jurisdictional Tax Issues

## Law and Professional Responsibilities

- Professional Responsibilities
- Business Structures
- Contract Law
- Secured Transactions
- Bankruptcy & Debt
- Employment & Environment Law
- Agency Law
- JOBS Act

## Taxation

- Individual Taxation
- Partnership Taxation
- Corporate Taxation
- Gift Estate Trust Taxation
- Property Transactions
- Multi-Jurisdiction Taxation
- Professional Responsibilities
- How I Scored a 92 on Regulation
- Business Structures
- Contract Law
- Secured Transactions
- Bankruptcy
- Employment Law
- Agency Law
- JOBS Act

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- ✓ Take Notes while reading the NINJA Notes
- ✓ Take Notes while listening to the NINJA Audio

### Keywords

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*HOME MORTGAGE INTEREST*



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*“Throw away your highlighter: Highlighting can seem like an active reading strategy, but it can actually distract from the business of learning and dilute your comprehension. Those bright yellow lines you put on a printed page one day can seem strangely cryptic the next, unless you have a method for remembering why they were important to you at another moment in time. Pen or pencil will allow you to do more to a text you have to wrestle with.”*

### Notes

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**STOP!**

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  1. The Evaluation Phase (the first 15% of the material, which figures out what you know – and what you don't),
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# 1. Ethics, Professional Responsibilities and Federal Tax Procedures

- ❑ A. Ethics and Responsibilities in Tax Practice
  - ❑ i. Regulations Governing Practice before the Internal Revenue Service
  - ❑ ii. Internal Revenue Code and Regulations related to Tax Return Preparers
- ❑ B. Licensing and Disciplinary Systems
- ❑ C. Federal Tax Procedures
  - ❑ i. Audits, Appeals and Judicial Process
  - ❑ ii. Substantiation and Disclosure of Tax Positions
  - ❑ iii. Taxpayer Penalties
  - ❑ iv. Authoritative Hierarchy
- ❑ D. Legal Duties and Responsibilities
  - ❑ i. Common Law Duties and Liabilities to Clients and Third Parties
  - ❑ ii. Privileged Communications, Confidentiality and Privacy Acts

# 2. Business Law

- ❑ A. Agency
  - ❑ i. Authority of Agents and Principals
  - ❑ ii. Duties and Liabilities of Agents and Principals
- ❑ B. Contracts
  - ❑ i. Formation
  - ❑ ii. Performance
  - ❑ iii. Discharge, Breach and Remedies
- ❑ C. Debtor-Creditor Relationships

- ❑ D. Federal laws and regulations (e.g., employment tax, qualified health plans and worker classification...
- ❑ E. Business Structure
  - ❑ i. Selection and Formation of Business Entity and Related Operation and Termination
  - ❑ ii. Rights, Duties, Legal Obligations and Authority of Owners and Management

### **3. Federal Taxation of Property Transactions**

- ❑ A. Acquisition and Disposition of Assets
  - ❑ i. Basis and Holding Period of Assets
  - ❑ ii. Taxable and Nontaxable Dispositions
  - ❑ iii. Amount and Character of Gains and Losses, and Netting Process (Including Installment Sales)
  - ❑ iv. Related Party Transactions (Including Imputed Interest)
- ❑ B. Cost Recovery (Depreciation, Depletion and Amortization)
- ❑ C. Gift Taxation

### **4. Federal Taxation of Individuals (Including Tax Preparation and Planning Strategies)**

- ❑ A. Gross Income (Inclusions and Exclusions)
- ❑ B. Reporting of Items from Pass-through Entities
- ❑ C. Adjustments and Deductions to Arrive at Adjusted Gross Income and Taxable Income
- ❑ D. Passive Activity Losses (Excluding Foreign Tax Credit Implications)
- ❑ E. Loss Limitations
- ❑ F. Filing Status
- ❑ G. Computation of Tax and Credits

## 5. Federal Taxation of Entities (Including Tax Preparation and Planning Strategies)

- ❑ A. Tax Treatment of Formation and Liquidation of Business Entities
- ❑ B. Differences Between Book and Tax Income (Loss)
- ❑ C. C Corporations
  - ❑ i. Computations of Taxable Income, Tax Liability and Allowable Credits
  - ❑ ii. Net Operating Losses and Capital Loss Limitations
  - ❑ iii. Entity/Owner Transactions, Including Contributions, Loans and Distributions
  - ❑ iv. Consolidated Tax Returns
  - ❑ v. Multi-jurisdictional Tax Issues (Including Consideration of Local, State and International Tax Issue...
- ❑ D. S Corporations
  - ❑ i. Eligibility and Election
  - ❑ ii. Determination of Ordinary Business Income (Loss) and Separately Stated Items
  - ❑ iii. Basis of Shareholder's Interest
  - ❑ iv. Entity/Owner Transactions (Including Contributions, Loans and Distributions)
  - ❑ v. Built-in Gains Tax
- ❑ E. Partnerships
  - ❑ i. Determination of Ordinary Business Income (loss) and Separately Stated Items
  - ❑ ii. Basis of Partner's Interest and Basis of Assets Contributed to the Partnership
  - ❑ iii. Partnership and Partner Elections
  - ❑ iv. Transactions between a Partner and the Partnership (Including Services Performed by a Partner and Lo...
  - ❑ v. Impact of Partnership Liabilities on a Partner's Interest in a Partnership
  - ❑ vi. Distribution of Partnership Assets
  - ❑ vii. Ownership Changes

- F. Limited Liability Companies
- G. Trusts
- H. Tax Exempt Organizations
  - i. Types of Organizations
  - ii. Unrelated Business Income









## All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've rewritten your Keywords and Notes. This is where it all comes together.

- ❑ Carry your stack of Keywords and Notes everywhere you go.
- ❑ Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures on your weakest topics.
- ❑ Read through NINJA Flashcards
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- ❑ Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face. **HIYA!**



# The ELL Plan™

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# Schedule

- ✓ With the ELL Plan™ you will exceed the recommended 130 study hours in seven weeks.
- ✓ You will incorporate 25 hours of studying into each week using the **Early-Lunch-Late** method.
- ✓ You have an extra five hours of study time built in to allow for the unexpected.

The Early Late Lunch Plan is simple. The sacrifice is not. The idea is that you set a schedule, make a habit of it over the course of the 7 weeks necessary to pull this off.

## How it works:

### EARLY

Get up 1.5 hours earlier than normal. If you are already getting up at 4, don't shake your head in disgust. This plan isn't for you. For those who normally get up at 6 or 6:30 am, start getting up at 4:30 or 5. Stumble to the coffee pot (which you loaded the night before) and hit the "go" button.

While the coffee is brewing, go take a quick shower and wake up. Head back to the coffee, grab a cup and sit down at your computer and books (which you also set up the night before).

**Study for an hour.**

Notice that checking your e-mail, Facebook, sports sites, or news was nowhere in this sequence.

### LUNCH

Say no to the co-workers heading down the street to grab lunch and talk about how dumb their boss is for an hour. You take your lunch to your desk (which you also packed the night before). Start eating and hit play on your NINJA Audio.

Your legal pad and pen will get food smears on it while you take notes, as will your mouse, but who cares. Same rule applies as the morning: no e-mail or Internet.

**Study for an hour.**

### LATE

This is where it will differ greatly based on your home situation, based on whether you are single with no children, married with no children, or married with children but your spouse is at home, etc.

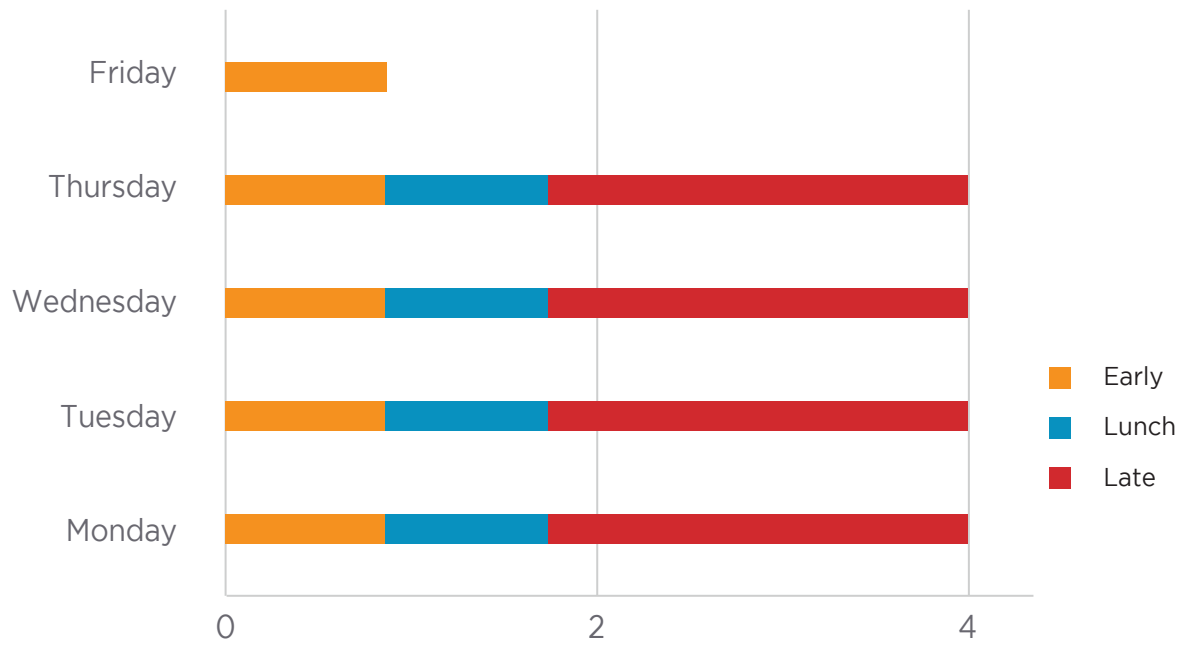
Somewhere between the hours of 7:00 p.m. to -11:00 p.m. set aside the time to study. Study at a coffee shop, the library, stay late at work, do it at home...whatever works for your situation.

**Study 2 hours.**

Do this four days a week. Have lunch out Friday and take Friday night off.

## Repeat for 7 Weeks!

# Work Day Schedule



# The ELL Plan™ 7-Week Calendar

	MON	TUE	WED	THUR	FRI	SAT	SUN
<b>WEEK 1</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 2</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 3</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 4</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 5</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 6</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 7</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4

# Weekly Progress Tracker

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You should complete  
**20 to 25 Hours of  
studying per Week**  
to stay on a 7-week  
track.

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# STUDY LOG

## Week 1

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

## Week 2

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 3

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

## Week 4

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

# STUDY LOG

## Week 5

- Non-stop MCQ
- Take notes where applicable
- Listen to all of the NINJA Audio

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

## Week 6

- Non-stop MCQ
- Just rewrite it.
- Review all of your Keywords and Notes over and over again

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25



# STUDY LOG

## Week 7

Study Hours		
Monday	□ Early	1
	□ Lunch	1
	□ Late	2
Tuesday	□ Early	1
	□ Lunch	1
	□ Late	2
Wednesday	□ Early	1
	□ Lunch	1
	□ Late	2
Thursday	□ Early	1
	□ Lunch	1
	□ Late	2
Friday	□ Early	1
	□ Lunch	1
	□ Late	2
Saturday	□	4
Sunday	□	4
<b>TOTAL</b>		<b>25</b>

### □ You should now be in the RECON Phase of the MCQ

1. Find your weakest section, based on your scores, and start there with drilling down into those questions until you are at 70% proficiency or higher.
2. Then move on to your second weakest topic
3. Your Trending Goal this week is to be at 85% or higher.
4. Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures based on your weakest topics.

### □ 1-3 Days Before Exam

1. Read NINJA FlashCards over and over again
2. Continue watching Sparring Lectures on your weakest topics

### □ 1 Day Before Exam

1. Read NINJA Notes
2. Read your Keywords and Notes

### □ Day of the Exam (try to schedule your exam for around 1:00 p.m.)

1. Do the MCQ of your weakest topic
2. Read NINJA Notes
3. Read your Keywords and Notes
4. En route to the Exam listen to the NINJA Audio topic that is your weakest section
5. At the testing center, in your car, review the NINJA Notes on your weakest topic.



# STUDY FRAMEWORK™

**BUSINESS ENVIRONMENT AND CONCEPTS**



**PLANNER**

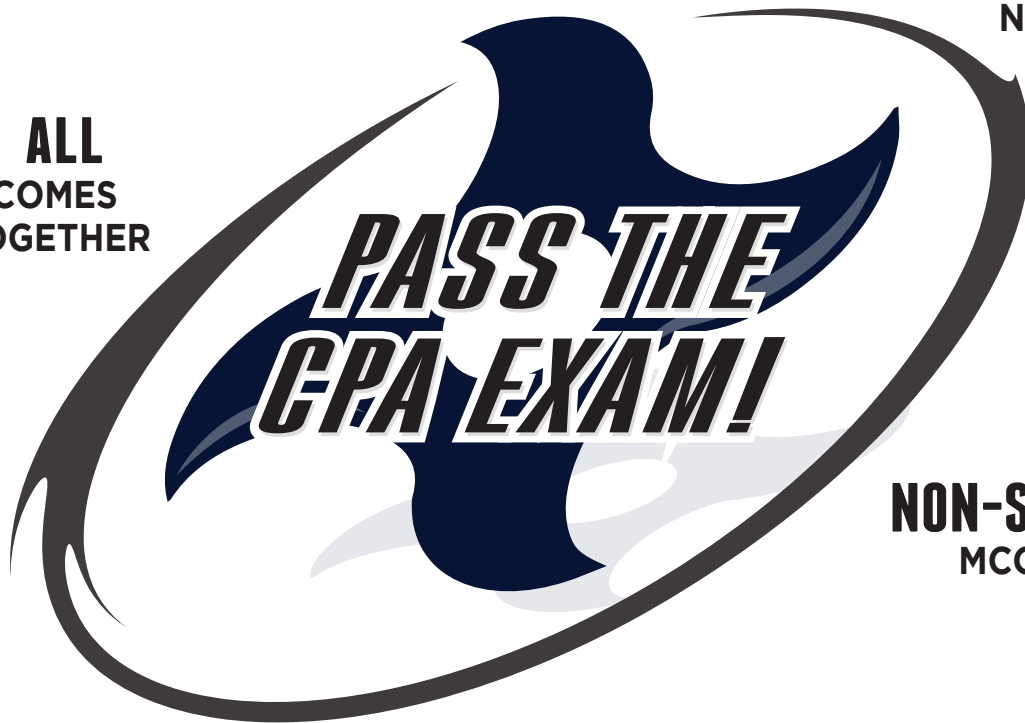


# STUDY FRAMEWORK™

**NAIL  
THE CONCEPTS**

**INTENSE  
NOTES**

**ALL  
COMES  
TOGETHER**



**NON-STOP  
MCQ**

**JUST  
RE-WRITE IT**

## N Nail the Concepts

---

Read your NINJA Book or watch the Sparring Lectures before doing ANY MCQ. Begin reading the NINJA Notes and listening to the NINJA Audio - even if you haven't covered a particular subject in the NINJA Book. One key to success is to listen to the NINJA Audio and read the NINJA Notes as many times as possible in the weeks leading up to the exam.

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## I Intense Notes

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As you are Nailing the Concepts by watching the Sparring Lectures or reading the NINJA Book and NINJA Notes and listening to the NINJA Audio, take **Intense Notes**. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.

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## N Non-Stop MCQ

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You've watched the Sparring Lectures or read your NINJA Book and the NINJA Notes. You've listened to the NINJA Audio. You've taken Intense Notes and have a killer stack of Keywords and Notes going. Now it's time to dive into NINJA MCQ. If you miss a question, write down the Keywords and Notes that the question is testing you on and add it to your stack of notes. If you get a question correct, but think you'll forget the concept later on, write it down.

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## J Just Re-Write It

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It's tedious. It's awful. It works. The process will take about a week, so plan accordingly. Take your stack of notes and re-write them into the Keywords and Notes area of this study planner (you'll likely need to make multiple copies of each page). The easy road is to skip this step. Don't take the easy road - it will pay dividends on Exam Day.

---

## N All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've re-written your Keywords and Notes. This is where it all comes together. Carry your stack of Keywords and Notes everywhere you go. Watch all of the CRAM videos and read through the NINJA Flashcards. Make a list of your weakest MCQ topics and work backwards. Start with your weakest and do 20 question "mini-testlets" until you score in the 70s and move to your next weakest topic. Finish your Review and then go give your Exam a Reverse-Roundhouse Kick in the face.

## Nail the Concepts

- ✓ Read the NINJA Book cover to cover
- ✓ Read NINJA Notes in your down time instead of social media, etc.
- ✓ Listen to NINJA Audio 24/7 in the car, at the gym, etc.
- ✓ Take Intense Notes while reading the NINJA Book and Notes and listening to the NINJA Audio (see page 6).
- ✓ Don't move on to the MCQ until you have read the complete NINJA Book - or have gone past the time you've budgeted for the book. If you get behind - it's ok to skim and read the examples. It's more important to stay on schedule.

### BEC Book Checkoff List

- Corporate Governance
- Economics
- Financial Management
- Operations Management
- Cost Accounting
- Strategic Planning
- Information Technology
- Compound Interest Tables & Financial Ratios
- Business Processes
- Enterprise Risk Management Framework
- Internal Controls
- Sarbanes-Oxley Act

### NINJA Notes Checkoff List

- Economics
- Information Technology
- Cost Accounting
- Capital Budgeting
- Financial Management
- Corporate Governance
- Performance Measures
- Risk Management
- Financial Planning & Analysis

## NINJA Audio Checkoff List

- Economics
- IT
- Cost Accounting
- Capital Budgeting
- Financial Management
- Corporate Governance
- Performance Measures
- Risk Management
- Financial Planning & Analysis

## Intense Notes

- ✓ As you watch the Sparring Lectures or read the NINJA Book and NINJA Notes, and listen to the NINJA Audio, take intense notes. The goal is to never have to go back and re-read the book because you've written down the key concepts covered.
- ✓ Take Notes while reading the NINJA Book or watching the Sparring Lectures
- ✓ Take Notes while reading the NINJA Notes
- ✓ Take Notes while listening to the NINJA Audio

### Keywords

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*HOME MORTGAGE INTEREST*



**Throw away your highlighter and pick up your pen! According to Harvard Library:**

*“Throw away your highlighter: Highlighting can seem like an active reading strategy, but it can actually distract from the business of learning and dilute your comprehension. Those bright yellow lines you put on a printed page one day can seem strangely cryptic the next, unless you have a method for remembering why they were important to you at another moment in time. Pen or pencil will allow you to do more to a text you have to wrestle with.”*

### Notes

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*Mortgage Interest deductible on loans up to \$1M.  
Home Equity Interest deductible on loans up to \$100K.*

*As for the actual notes, we recommend using the Cornell Method for note-taking, a method preferred by universities and other learning centers. The basic idea is that the left side of your page will contain keywords, key concepts, or questions while the right side of your page will contain general notes that correspond to the keywords and concepts on the left. The bottom of the page is reserved for you to write a summary of what is contained on that page.*









## Non-Stop MCQ



### **STOP!**

---

*Do not start the MCQ until you've read the NINJA Book (or you've surpassed the time budgeted in your study plan for the NINJA Book).*

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- ✓ Dive into NINJA MCQ
- ✓ The software knows what you do not based on the questions you answer incorrectly.
- ✓ If you miss a question, write down the “main point” of the question as a Keywords and Notes and add it to your stack of notes.
- ✓ If you get a question correct, but think you'll forget the concept later on, write it down.
- ✓ There are two phases to NINJA MCQ:
  1. The Evaluation Phase (the first 15% of the material, which figures out what you know — and what you don't),
  2. The RECON Phase (the software tailors the questions to help you improve in the areas where you are weakest).
  3. After completion of the Evaluation Phase, the RECON Phase and its progress bar will be enabled. During this phase, you will be presented with MCQ using our proprietary algorithm that is designed for your optimal retention of the study material. The RECON progress bar will reflect the percentage of correctly answered questions out of the total questions present in the course.

## 1. Corporate Governance

- ❑ A. Enterprise Risk Management (ERM) Frameworks
  - ❑ i. Purpose and Objectives
  - ❑ ii. Components and Principles
- ❑ B. Internal Control Frameworks
  - ❑ i. Purpose and Objectives
  - ❑ ii. Components and Principles
  - ❑ iii. Sarbanes-Oxley Act of 2002
- ❑ C. Business processes

## 2. Economic Concepts and Analysis

- ❑ A. Economic and Business Cycles — Measures and Indicators
- ❑ B. Market Influences on Business
- ❑ C. Financial Risk Management
  - ❑ i. Market, Interest Rate, Currency, Liquidity, Credit, Price and Other Risks
  - ❑ ii. Means for Mitigating / Controlling Financial Risks

## 3. Financial Management

- ❑ A. Capital Structure
- ❑ B. Working Capital
  - ❑ i. Fundamentals and Key Metrics of Working Capital Management
  - ❑ ii. Strategies for Managing Working Capital
- ❑ C. Financial Valuation Methods and Decision Models

## 4. Information Technology

- A. Understanding of Information Technology (IT)
  - i. Organization and Governance
  - ii. Systems and Processes
  - iii. Data
- B. Risk Associated with IT
  - i. Risk Assessment
  - ii. Systems Development and Maintenance
  - iii. Processing Integrity
  - iv. Security, Availability, Confidentiality and Privacy
- C. Controls that Respond to Risks Associated with IT
  - i. Application Controls
  - ii. General IT Controls
  - iii. Logical and Physical Controls
  - iv. Continuity and Recovery Plans

## 5. Operations Management

- A. Financial and Non-Financial Measures of Performance Management
- B. Cost Accounting
  - i. Cost Measurements Concepts, Methods and Techniques
  - ii. Variance Analysis
- C. Process Management
  - i. Approaches, Techniques, Measures, Benefits to Process Management Driven Businesses
  - ii. Management Philosophies and Techniques for Performance Improvement
- D. Planning Techniques
  - i. Budgeting and Analysis
  - ii. Forecasting and Projection









## All Comes Together

You've Nailed the Concepts. You've taken Intense Notes. You've worked MCQ until you hate life. You even hate the word "NINJA" at this point. You've rewritten your Keywords and Notes. This is where it all comes together.

- ❑ Carry your stack of Keywords and Notes everywhere you go.
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Get up 1.5 hours earlier than normal. If you are already getting up at 4, don't shake your head in disgust. This plan isn't for you. For those who normally get up at 6 or 6:30 am, start getting up at 4:30 or 5. Stumble to the coffee pot (which you loaded the night before) and hit the "go" button.

While the coffee is brewing, go take a quick shower and wake up. Head back to the coffee, grab a cup and sit down at your computer and books (which you also set up the night before).

**Study for an hour.**

Notice that checking your e-mail, Facebook, sports sites, or news was nowhere in this sequence.

### LUNCH

Say no to the co-workers heading down the street to grab lunch and talk about how dumb their boss is for an hour. You take your lunch to your desk (which you also packed the night before). Start eating and hit play on your NINJA Audio.

Your legal pad and pen will get food smears on it while you take notes, as will your mouse, but who cares. Same rule applies as the morning: no e-mail or Internet.

**Study for an hour.**

### LATE

This is where it will differ greatly based on your home situation, based on whether you are single with no children, married with no children, or married with children but your spouse is at home, etc.

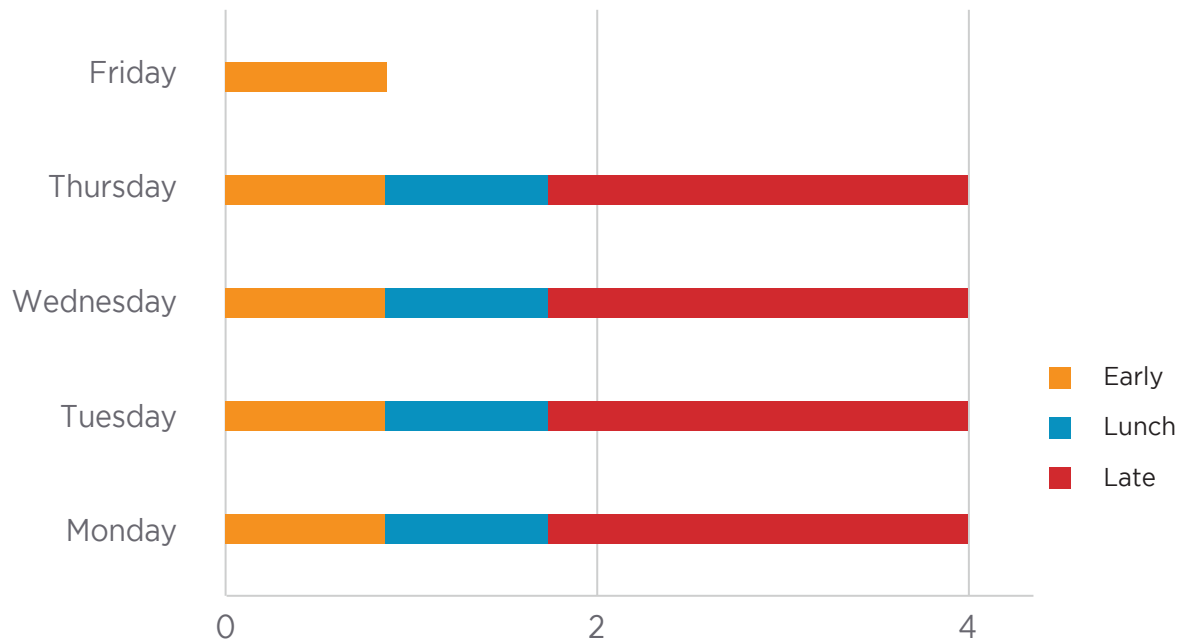
Somewhere between the hours of 7:00 p.m. to -11:00 p.m. set aside the time to study. Study at a coffee shop, the library, stay late at work, do it at home...whatever works for your situation.

**Study 2 hours.**

Do this four days a week. Have lunch out Friday and take Friday night off.

## Repeat for 7 Weeks!

# Work Day Schedule



# The ELL Plan™ 7-Week Calendar

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<b>WEEK 1</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 2</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 3</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 4</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 5</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 6</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4
<b>WEEK 7</b> 25 Study Hours	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2	Early 1 Lunch 1 Late 2 Eat Out 0 Off 0	As Schedule Permits 4	As Schedule Permits 4

# Weekly Progress Tracker

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You should complete  
**20 to 25 Hours of  
studying per Week**  
to stay on a 7-week  
track.

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# STUDY LOG

## Week 1

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

## Week 2

- Read 50% of the NINJA Book or watch 50% of the Sparring Lectures
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 3

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>

## Week 4

- Non-stop MCQ
- Read all of the NINJA Notes
- Listen to all of the NINJA Audio
- Take your own notes on all of this

Study Hours		
Monday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Tuesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Wednesday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Thursday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Friday	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
Saturday	<input type="checkbox"/>	4
Sunday	<input type="checkbox"/>	4
<b>TOTAL</b>		<b>25</b>



# STUDY LOG

## Week 5

- Non-stop MCQ
- Take notes where applicable
- Listen to all of the NINJA Audio

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

## Week 6

- Non-stop MCQ
- Just rewrite it.
- Review all of your Keywords and Notes over and over again

Study Hours		
<b>Monday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Tuesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Wednesday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Thursday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Friday</b>	<input type="checkbox"/> Early	1
	<input type="checkbox"/> Lunch	1
	<input type="checkbox"/> Late	2
<b>Saturday</b>	<input type="checkbox"/>	4
<b>Sunday</b>	<input type="checkbox"/>	4
<b>TOTAL</b>		25

# STUDY LOG

## Week 7

Study Hours		
Monday	□ Early	1
	□ Lunch	1
	□ Late	2
Tuesday	□ Early	1
	□ Lunch	1
	□ Late	2
Wednesday	□ Early	1
	□ Lunch	1
	□ Late	2
Thursday	□ Early	1
	□ Lunch	1
	□ Late	2
Friday	□ Early	1
	□ Lunch	1
	□ Late	2
Saturday	□	4
Sunday	□	4
<b>TOTAL</b>		<b>25</b>

### □ You should now be in the RECON Phase of the MCQ

1. Find your weakest section, based on your scores, and start there with drilling down into those questions until you are at 70% proficiency or higher.
2. Then move on to your second weakest topic
3. Your Trending Goal this week is to be at 85% or higher.
4. Watch ALL of the CRAM videos and at least 1-3 Sparring Lectures based on your weakest topics.

### □ 1-3 Days Before Exam

1. Read NINJA FlashCards over and over again
2. Continue watching Sparring Lectures on your weakest topics

### □ 1 Day Before Exam

1. Read NINJA Notes
2. Read your Keywords and Notes

### □ Day of the Exam (try to schedule your exam for around 1:00 p.m.)

1. Do the MCQ of your weakest topic
2. Read NINJA Notes
3. Read your Keywords and Notes
4. En route to the Exam listen to the NINJA Audio topic that is your weakest section
5. At the testing center, in your car, review the NINJA Notes on your weakest topic.