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Inside AICPA, July 30, 1990

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July 30, 1990

Aloha!

Elizabeth DelValle - Library Clerk - Library Services. Before joining the AICPA, Elizabeth was employed by National Audubon Society where she worked as a Secretary.

Myrna Giarrantano - Secretary - Promotions. Myrna joins the Institute from Alexander's Department Store where she worked as a Secretary.

Nilda Rodriguez - Order Representative - Order. Previously, Nilda worked as a Customer Service Adjuster for Palm Coast Data.

Staff Anniversaries

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute.

		<u>Anniversary</u>
Roseann Beni	Quality Review	20th
Berma Grant	Data Entry	17th
Irene Cohen	Office Facilities	12th
Maria Beck	Legislative Affairs	8th
Laura Richards	Executive	5th
Shirley Twillman	State Relations	5th

Staff Promotions

Catherine Wasilko, Administrative Secretary for SEC Practice Section, was promoted to Supervisor.

Open Enrollment

The 8/1/90 open enrollment for PruCare and US HealthCare will be postponed until 9/1/90. For those employees interested in switching their medical plan (from US HealthCare to PruCare or vice versa), additional information will be released shortly. If you have any questions in the interim, please call Joanne Pounder, Benefits Manager, on 6204 or Chris Miller, Benefits Coordinator, on 8630.

We appreciate your understanding.

Time Management

When you're hiring someone, one of the hardest things to find is the ability to concentrate on what is important. There are lots of bright executives around. But the ones that contribute the most and ultimately do the best are the ones who know how to decide what comes first and are not distracted until that job is finished.

Admittedly, very few of us have positions which afford us the luxury of working on only one thing at a time. On the other hand, unless you make a conscious effort to avoid it, it's easy to find yourself hopping from one small task to another--letting interruptions interrupt your interruptions--while more important jobs sit waiting.

Take the production manager, for example, who was about to start an important job when the phone rang about an overdue report. He buzzed his secretary for the inventory file. She brought in the mail at the same time. A memo on top of the stack of mail complaining about machine maintenance caught his eye. He picked it up, read it, and became so concerned that he started for the machine shop immediately. As he passed the program office, he noticed some schedule charts. As he was examining the charts, one of his foremen interrupted him to sign a hiring request. That reminded him of another personnel problem so he took the hiring request and headed for the personnel office. On the way he passed the cafeteria and the coffee smelled so good he decided to interrupt his busy morning for a coffee break.

Does this sound at all familiar to you? No? Then congratulations on being so well organized! I'm afraid it's very familiar to many managers. Every once in a while they finish a busy day, then sit down and wonder what, if anything, was accomplished.

One of the best techniques for avoiding this feeling of frustration is to take a few quiet minutes at the end of each day and list the important jobs ahead. Then decide which of them must be done tomorrow. Next day, keep this list constantly in front of you and see that the jobs get done--no matter what. Don't let anything less important divert you.

Perhaps you have a better method. If so, use it. Effective managers can't afford to let themselves be trapped in the daily maelstrom of details and interruptions. They are the people who have to see that the important things get done--and done first.