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American Institute of Certified Public Accountants (AICPA)

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January 19, 1993

**Staff
Anniversaries**

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

		Anniversary
Francine Gallo	Office Administration	12th
Joanne Lindstrom	Human Resources	7th
Nina Diamond	CPE Marketing - Group Study	6th
Alan Winters	Auditing Standards	6th
Peggy Campbell	Order	5th

Promotions

In Membership Administration, Chriscencia Francis, was promoted from Data Entry Operator to Section Coordinator.

Congratulations and Good Luck in your new position!

**Electronic Mail
Message**

The Meetings & Travel department has sent, to the entire staff, the new hotel rates for 1993 through our Electronic Mail. For those of you who do not yet have access to Electronic Mail, please call Meetings & Travel to obtain this information.

Airline Refunds

Anyone who purchased a domestic ticket on a U.S. airline between January 1, 1988 and June 30, 1992 may be eligible for part of a multimillion dollar settlement on a price-fixing case settled by the Airlines Antitrust Litigation. Filers will receive a settlement in the form of discount coupons. If you didn't get a claim form, or threw yours away because you didn't understand it, send your name and address to : Airlines Antitrust Litigation, P.O. Box 267, Pennsauken, NJ 08110-0267, says *Business Week* magazine. Proof of purchase will be required in order to receive the discount coupons.

PATH Maps

PATH maps are available in Human Resources for those who need one.

**Hudson's
Restaurant**

Next time you are searching for a place to enjoy lunch, dinner or just a cocktail, try **Hudson's Restaurant**. Hudson's Restaurant is located on the ground floor of Pavonia Tower, 600 Pavonia Avenue, just one PATH stop from Exchange Place (directly across from the Pavonia/Newport PATH station). For reservations or further information please call Hudson's Restaurant at (201) 216-1166.

**Weight Watchers
Reminder for
NJ Employees**

The open house Weight Watchers meeting on January 25 is your last chance to register for the next 10 week program, which starts on February 1. The meeting is from 12:00 p.m. - 1:00 p.m. in conference room 1 on the second floor at Harborside. Please bring a check for \$57.50 payable to Weight Watchers. (You may post-date the check to February 1, 1993.)

**Five Ways to
Get Moving**

Stop putting it off! Are you avoiding paying your bills, starting a project, or asking someone for a date? These five steps, suggested by Dr. David Burns in The Feeling Good Handbook, will get even the most die-hard procrastinator moving. Try them and see.

1. Expect difficulties. A procrastinator often thinks a more successful person will go forward without frustration and self-doubt. More effective people, however, assume they will encounter problems, which makes them more likely to persevere when they appear.
2. Do a benefit analysis. When you are ducking an important task, weigh the advantages of getting started against the disadvantages of starting at some other time. You can then decide if a project is worthwhile, and you really are procrastinating.
3. Take small steps. When faced with a big project, divide it into small segments. Need to remake a file system? Work on it for 15 or 20 minutes a day instead of making it a huge project.
4. Face your negative thoughts. By writing them down, you have a chance of dispelling them. Whether the thought is, "The boss will not be satisfied," or "There will never be a way to reorganize this basement," once you have faced your feelings, you will get ideas about overcoming them.
5. Give yourself credit. At the end of a busy day, remember the things you have accomplished, rather than miserably considering what you didn't get done. If you never feel satisfied with your efforts, you could soon feel that it's too hard to try. Give yourself credit for even small achievements, and you'll soon be able to tackle far tougher tasks with greater confidence.