Presenter:
Kim Spinardi - Professional Services Dept
Kristen Laico - Real Estate Dept
Jenny Lahitte - Estate and Trust/Retirement

Presentation & Notes: Stress and Time Management

History
● 1946 - Charles Ray (Father) and Tim Considine
● It started as a real estate firm
● Departments: Audit, Tax, Real Estate, Business Services, Estate and Trust/Retirement, Professional services, Consulting

Recruiting
● Office tours - usually in August
  ○ get to know the people (both the employee and student)
● Internship
  ○ summer 2015
● Interview process
  ○ On campus
  ○ In-house with staff accountant
  ○ Second in-house interview with senior/manager

In Considine & Considine:
● We encourage to maintain work/life balance
  ○ sporting events
  ○ happy hour
  ○ softball team
  ○ beach volleyball
    fun days (each department have different events)
  ○ holiday events
● Expected hours
  ○ differs by department
  ○ overtime hours based by season
  ○ not working more than 10-15 hrs overtime when you start
● Overtime compensation
  ○ time and a half, plus salary (staff accountants only)
Meeting Minutes
Considine & Considine
February 24, 2015

Time Management
- Communicate
  - be on the same page
  - most important to communicate people above, below, around you
- Prioritizing
  - one task at a time
  - work with communication
- One objective at a time
  - understanding your own learning curve
  - decide when to learn things on your own
- Learn how to multi-task
- Take notes and set reminders
  - so you don't have to keep asking the same questions
- Budget your time

Stress Management
- Incorporate breaks into your schedule
  - eat lunch, walk around the building
- Consult with other co-workers
  - talk it out with someone
- Take full lunch away from your desk
- Engage in activities outside of work
  - go to gym, any activity that can refresh your mind
- Refrain from overworking yourself
- Budget your time wisely

Questions
Q: How to decide on what departments to work in?
A: It depends on the needs of the firm.
(If an employee has been with the company for 1-2 years, they can request to be rotated and the firm will do its best to accommodate the employee's request)

Q: How does C&C get most of its clients?
A: Our company builds it up through referrals, and networking (supervisor)

Q: How long is the transition from student to full time worker plus studying for the CPA?
A: Learn to get used to it, and give it time.
A: Be focus and be committed.

Q: How often do you work with international accounting companies?
A: C&C has very few international accounting. Most of our clients are from San Diego County

Q: Which CPA test do you recommend to take first?
A: Take the sections that you are comfortable with.
A: Recommend-Financial (shorter)