



SDSU Student Accounting Society

Meeting Minutes: BDO

Managing Distractions: Time Management and Organization

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Presenters:

Tamera Pumphrey:

- Campus Recruiter for BDO
- Lives in Seattle
- Went to Gonzaga
- Reached the summit of Mt. Rinjani in Indonesia

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Monica Mixer:

- Experienced Audit Senior
- Has done cliff jumping
- Interned with BDO and got an offer for full time

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Robyn Channel:

- Experienced Tax Senior
- Interned with BDO and got a full time offer

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Presentation:

Time Management

Prioritization

- Identify your personal and professional goals
- Do the things you want to do the least first (eat the big frog) - get it out of the way
- Consider deadlines
- Measure degree of difficulty
- Factor in the amount of time each task will require
- Start with a list of tasks on your to do list and apply a prioritization method:

Ex: ABC method - A= Must Do, B=Should do, and C=Nice to do

Eisenhower Decision Matrix

- Ask your peers and colleagues about tools they use to prioritize and get organized:
 - Outlook events, tasks, emails
 - OneNote

- Post-its
- Many different ways to organize

Sometimes you just have to say no:

- Explain why and be honest
- Provide alternate options
- Consult your schedule
- Don't feel obligated
- Assess when you have more free time
- You don't have to do everything
- Don't overpromise and underdeliver

How to manage interruptions and distractions

Phone Distractions:

- Unexpected phone calls
- Texts
- App alerts or notifications

Solutions:

- Screen Calls
- Turn off notifications or alerts
- Use "Do not disturb" setting
- Turn off phone

Internet Distractions:

- Spam/Promotional Email
- Social Networking
- Email Pop ups
- Non-work related chats from colleagues

Solutions:

- Unsubscribe from marketing emails
- Set time limits on social media
- Turn off email notifications and schedule to check instead
- Use "Do not disturb" or "busy" in chat or status functions

People Distractions:

- Interruption from visitors
- Invitations to necessary meetings

Solutions:

- Close your door and or put up a "Do not disturb" sign
- Let people know you are busy and can't chat, but are happy to help them with anything urgent
- Noisecancelling headphones are useful

-Set rules and expectations to those around you

Balance: Taking Breaks

- Taking brief, periodic breaks can help you refocus and increase your productivity
- To help rest your eyes when working at the computer, look out the window, and focus on something in the distance
- Take a few minutes to sit and listen to your favorite song
- Walk down the hall and say a quick hello to a friend
- For for a walk around outside
- Stand up and stretch
- schedule breaks on your calendar or with a timer to make sure you take them
- Set timers to help you schedule
- Read something not school related

Personal time:

- Just as important to your production as work time is.
- To avoid burnout, make sure to take the time to do the things you enjoy.

Questions:

Q: How do you work out of a distraction?

Monica A:

- Separate from the distraction
- Take a breather.
- Do something else other than the distraction.

Robyn A:

- Take a break
- Go outside
- Clear your mind

Tamera A:

- Allow others to help
- Don't expect yourself to be productive the whole day
- Share knowledge and collaborate
- Don't be afraid to ask your peers and other people