

News You Can Use

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Calendar Management: Consider Blocking Time

Are you finding it difficult to manage your time effectively? Balancing work, personal commitments and self-care can be a daunting task in our fast-paced world. However, by implementing a few simple strategies, you can increase your productivity and experience a greater sense of fulfillment.

Self-care and wellbeing. We're starting with the most important thing to schedule into your calendar: rest. Make your well-being a top priority by blocking regular intervals on your calendar for self-care activities. This could include exercising, practicing mindfulness or meditation, spending quality time with loved ones, pursuing hobbies or simply taking a moment to relax. By scheduling time for self-care, you'll replenish your energy levels and enhance your overall productivity.

Learning and personal development. Continuous learning is crucial for personal growth and professional success. Allocate specific time slots on your calendar for expanding your knowledge, developing new skills and exposing yourself to more information. This might involve reading books, attending webinars or workshops, enrolling in online courses or networking with industry professionals. Actively invest in your personal development and you'll stay ahead of the curve and broaden your capabilities.

Goal setting and planning. Setting clear goals and planning ahead are fundamental to achieving success. Block off time on your calendar regularly to review your objectives, track your progress and set new targets. Break down your goals into manageable tasks and allocate dedicated time slots to work on them. Planning helps you stay focused, prioritize effectively and attain meaningful results.

Deep work and concentration. It's not always easy to get yourself into the zone, but it's a good idea to set aside uninterrupted blocks of time on your calendar for deep work and concentration. During these periods, eliminate distractions by disabling notifications, closing unnecessary tabs and finding a quiet environment. Whether you're working on a complex project or tackling important tasks, safeguarding focused time will greatly improve your efficiency and output.

Reflection and evaluation. Reserve time on your calendar for self-reflection and evaluation. Use this time to review your accomplishments and identify areas that need improvement.

Conquering the Uncomfortable to Achieve Bigger Goals

We're surrounded by things intended to make us comfortable: time-saving appliances, activewear that looks like professional wear and phones at our fingertips. But it's discomfort that can lead to growth. And while no one is comfortable being uncomfortable, there are ways to make it easier.

Do what you resist. Don't know where to get started? Try the thing you want to avoid, the thing that sends your heart racing (and not in a good way), the fear.

Don't wait for the perfect time. The perfect time is never, meaning the perfect time is now. Find your why, write it down, and then start.

Break it up. Try breaking the task, whatever it is, into bite-sized pieces. If you want to exercise more, on day one, all you must do is find a gym.

Pick the path of least resistance. Just because it's hard doesn't mean it has to be harder. When given the choice, take the easiest path.

Push past hard. You will hit walls, even if you take the path of least resistance. When you do, don't give up.

Take some time off. When you hit a wall, take some time away from the task. It may provide a new perspective.

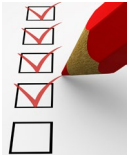
Super-size your goals. Set at least one goal that is a little outside your comfort zone. (For example, if you're comfy with the one-year goal, what may a five-year plan look like?) Break down this super-sized goal into doable to-dos to get you there, and you'll grow into it.

Success is hard. But it gets easier when you accept that it can be hard. Those of us who risk discomfort get incrementally better until we master whatever we want to do.

SATURDAY SEPTEMBER 23RD, 2023 9:00AM to 12:00PM
PARKING LOT OF VALLEY FORGE PRESBYTERIAN CHURCH



News for you!



It's that time of year! Do you need a financial checkup? A tax projection? Please call the office for an appointment!

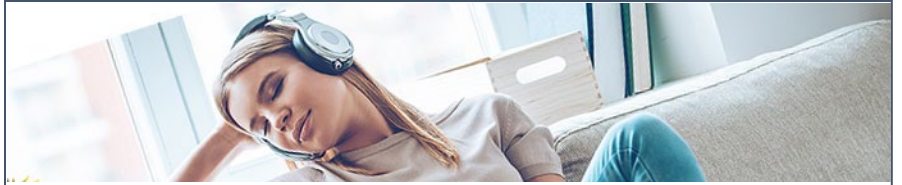


We love giving recognition to our new friends and our wonderful existing clients who are kind enough to refer their friends and relatives to us! We are all helping each other, which is the whole point. We have been fortunate to welcome new tax clients and business clients in the last few months. They became members of our firm's accounting and financial planning family. We'd like to welcome them and thank all the people who have referred business to us.

As you may know, marketing for new clients costs a great deal of money, time and energy. We, like any business, need to get new clients to stay in business. Over the years, we have found that marketing takes away from the time we would rather be spending with you. We have learned that by encouraging you to refer your friends and relatives to us works for all of us. We help you, and you help us. Thank you.



Join us from 9:00 AM to 12:00 PM
September 23rd, 2023
Valley Forge Presbyterian Church
Parking lot
For more information call or email
Lisa. Lisa@cpcfinancial.com



Did You Know Resting More Increases Productivity?

Being able to take a rest usually has nothing to do with being "lazy." On the contrary: research compiled by Stanford University visiting scholar Alex Soojung-Kim Pang has shown that greater innovation and more effective productivity comes from ensuring a decent amount of rest is part of your routine.

In its resting state, the brain is still very much switched on, working away in the background to solve problems and seek solutions for tasks that it might not have been able to complete in its more "active" state.

Knowing when to stop working is therefore an important starting point. Working for too long can cause stress and exhaustion, which are clearly counterproductive to working to the best of your ability. Making sure you save some energy for when you next start working can ensure more creativity and the ability to complete tasks.

Taking afternoon naps has been shown to boost mental abilities enormously, not only being physically restorative but also increasing alertness for longer throughout the day. Even a 20-minute snooze has been proven to be hugely beneficial to increasing productivity and reducing burnout.

The simple act of taking a walk is another activity that has been studied by researchers at Stanford for its effects on the mind. Not only does the light exercise itself send more blood to the brain, but the way our minds wander while stimulated by our surroundings on a stroll was seen to boost creativity later on. Stanford's study asked participants to come up with novel ways of using inanimate objects while either walking outside or sitting down inside. It found that those who had been out walking came up with more innovative ideas than those who hadn't.

SmartVault

Just a reminder your tax returns are located in SmartVault. If you have not activated your email please call the office. If you have activated but are having problems please use: <https://smartvault.com>

Your email address is your user name. The password you make up must be 12 characters. Once in you will see your name click on that and then everything is listed by Tax Year. Example: TY22 is where you would click and find your tax return for 2022 under the Client Tax Return folder.

Any questions please email lisa@cpcfinancial.com or call the office.

How to Make Your Phone a Workhorse vs. a Distraction

Mobile phones have made our lives easier: we can use them to order food, transportation and entertainment with a single click. But they also swallow countless hours of our time with social media, text messaging and videos. But it doesn't have to be that way. Here's how you can turn your phone into a productive business tool.

- 1. Rethink your relationship with your phone.** Too many people set unrealistic goals, such as "I will stay off my phone." Reframing your relationship with your phone is a better approach. Take a few days to notice how you use it, and ask yourself, "Do I need to do this now?" Awareness can go a long way.
- 2. Use micro-moments wisely.** Micro-moments occur when you're waiting (say, in your doctor's office, at a taxi queue or for your coffee). And these moments can be spent more productively, thanks to your phone. Make a call. Send a message. Or download a meditation app and give yourself a five-minute refresh.
- 3. Get the right apps.** Mobile phones have become the new laptops, providing us with the ability to connect with team members and manage projects on the go. Slack allows for real-time communication; Monday lets you check off completed tasks on the go. Find the right apps for your work style.
- 4. Keep a to-do list.** Mobile phones, which are with us all the time, can be can organizational resources. It's a great place to keep a to-do list because you can update it on the fly. Check out to-do list apps such as Asana, Todoist and Remember the Milk.
- 5. Use it to inspire creativity.** One businessman has said he never carries business cards; instead, when he meets someone new, he takes a selfie with them, gets their number and then sends them that photo with his contact information and a one-minute video summarizing how he can help them.



Our office is hiring!!!

If you know anyone who is looking for any of the following positions, please have them email their resume to Lisa. Lisa@cpcfinancial.com

Entry Level Accountant

Staff Level Accountant

Tax Manager Level Accountant

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Quick Quiz

For an answer, email me at Lisa@cpcfinancial.com
or call 610-265-4122.

When was the postcard invented?

The Dos and Don'ts of Delegation for Business Owners

Delegation may not come naturally to many entrepreneurs, who generally built their successful businesses by doing it all. But it is often necessary to move to the next stage of development. Here are three things to do and three things to avoid when it comes to delegating.

- 1. Do articulate your priorities.** Your employees will need to make decisions, so let them know in advance what takes priority. Is it this task or another? Is it deadline or quality?
- 2. Don't micromanage.** It's the cardinal sin! Remember: you're delegating because you don't want to deal with the project, so don't deal with the project. Plus, not trusting your employees can undermine their confidence. Hands off!
- 3. Do offer your support.** While it's important to avoid micromanaging, you also do not want to throw your employees to the wolves. Thus, it's a good idea to do what you can to empower their success. For example, gather all the information needed to complete the project in one place, provide examples of comparable work and check in regularly (just not too often).
- 4. Don't underestimate how long the project will take.** Be cautious about underestimating the length of time it will take your employees to complete a project. You could do it in a week, but can they? Always add a buffer to account for the difference in skills or unexpected roadblocks.
- 5. Do be sure your employees feel comfortable saying no.** Your employees may not want a project any more than you do. Or maybe they want it but don't feel up to it. It's worth trying to encourage them and build up their confidence, but if that fails, find a new employee for the task.
- 6. Don't delegate because the project is awful.** There are some projects no one likes. Do you know what else people don't like? The manager who uses delegation to avoid doing unpleasant tasks. Good leadership involves taking on the unappealing work. So delegate those tasks that will make your company more efficient by getting those tasks to the people with the best skills to complete them.