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Too Much To Do, All the Time?

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By Jeff Davidson

A growing number of accounting professionals everywhere face too many interruptions, have too much to do, and not enough time to do it. If this happens to be your lot, and you've been looking for solutions, you're here.

To-do lists build up when what we want to accomplish, or the challenges we face, overwhelm the resources we can bring to address the issues. Unfortunately, too many people dwell



in this state most of the time. They're perpetually under-resourced in their quest to get things done.

The first thing to do - if you feel perpetually overwhelmed and never quite able to accomplish in a day what you set out to - is to scan your environment for resources that you're not employing. For example, when was the last time you looked at the resumes and job applications of the people already on your staff? Are you under-employing vital human resources that you currently have?

How effective are you in using both the hardware and software already in your possession? Studies reveal that most people only learn a fraction of the features available with the equipment they already have. Likewise, much of the software with which we feel adept can be tapped in many other ways to help us be more effective. What happens, however, is that we become comfortable with the equipment that surrounds us and the software that we employ. We never think of delving further into the instructions that come with the equipment. Doing so would help us be even more effective in accomplishing the tasks before us.

There are many other resources that we don't use or fully employ that could be well within our grasp.

Facing Greater Challenges

As we marshal more of the resources around us to meet the challenges we face, cross more items off our to-do lists, and gain a daily sense of accomplishment, we experience a different type of relationship with such challenges. When the hurdles we face are matched by the resources we can assemble to meet those challenges, we're able to achieve a sense of balance.

The balance may be for a fleeting moment or for an extended period. Too often, however, we don't draw upon the lessons that are there for the taking as to why we're able to achieve a state of balance for however long it lasted.

The happiest and most accomplished coworkers you'll ever encounter are those who perpetually seek resources they can use to creatively meet the array of assignments, challenges, and "things to do" that continually confront them.

When Prosperity Happens

When it comes to our challenges, a third relationship exists: when the resources we assemble are more than sufficient for the challenges we face. Such a state leads to a feeling of prosperity, the experience of leisure, and a sense of control.

What would our careers and lives be like if we continually face challenges with an array of resources that are more than adequate to meet them? The most successful and often happiest among us, however intermittently, achieve this for notable time intervals throughout the course of their workday, workweek, month, years, and career.

Hereafter, make it your personal mission to constantly seek the resources that support you on the projects and tasks that you're assigned, the challenges you take on, and those accomplishments both personally and professionally that you want to experience. The ability to consistently and effectively get things done yields one of the most satisfying feelings in life.

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About the author:

Jeff Davidson is " [The Work-Life Balance Expert](#) ®," is a preeminent time management authority, has written fifty-nine mainstream books, and is an electrifying professional speaker, making 806 presentations since 1985 to clients such as Kaiser Permanente, IBM, American Express, Lufthansa, Swissotel, America Online, Re/Max, USAA, Worthington Steel, and the World Bank. In addition, he is the executive director of the [Breathing Space Institute](#).