



Essential Time Management Tips for **Busy Accountants**



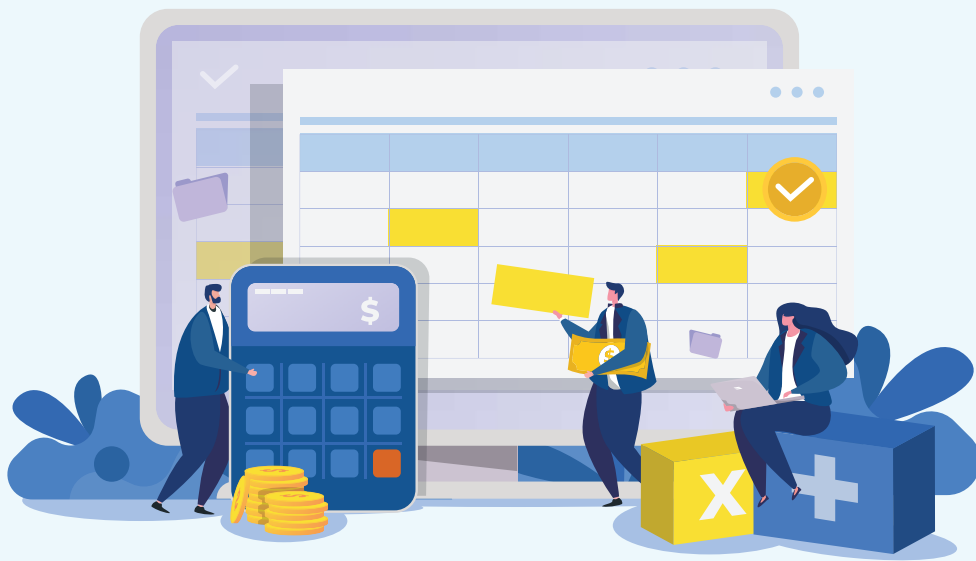
It's no secret that accountants are busy people, even outside of the busy season. If you asked one hundred accountants if they felt they had enough time in a day to complete all of their tasks while maintaining some semblance of a work-life balance, the vast majority would answer with a resounding "no."

In a survey of accounting and finance professionals, [99% of respondents](#) reported some level of burnout, with 43% of accountants reporting that they experienced disruption in their personal lives during three or more months out of the year—which is, not surprisingly, the approximate timeline for tax season.

With project meetings, client meetings, invoicing, billing, and more, it's easy for accountants to feel stretched thin. To dial back the burnout and reclaim your time, time management is key. But time management often proves to be easier said than done.

To help, we've created a list of common time management challenges you may be facing at your accounting firm (along with the solutions that are sure to help conquer them).

Challenge: Managing Your Workload



When you spend most of your day working on a computer, distractions are everywhere. From a steady influx of client emails to a last-minute request from a colleague to review a budget forecast, there's an endless amount of notifications and new tasks constantly appearing on your screen.

Do you often find that, after working eight, nine, or even ten-hour days, you still haven't accomplished everything that you initially set out to do? That's because these distractions, both small and substantial, chip away at your productivity and make it less likely that you check off items on your own to-do list. In fact, according to a [study](#) by the University of California, Irvine, it takes about 23 minutes to get back on track after an interruption. That's a lot of time lost!

Solution: Track Your Time



Reclaiming your productivity starts by knowing how you're spending your time. [Time-tracking software](#)—especially one that allows you to easily stop and start timers as needed—makes it so you never have to ask yourself, “where did all the time go?”

When you employ software to track the time you spend on each task on any given day, you can better understand the areas where you're productive—and areas that could use some improvement. In a short time, this can provide an improved sense of accountability (pun only slightly intended).

Over time, you'll start to notice patterns and gain a better idea of how your time is being spent, so you can adjust your time management practices to fully maximize your efforts. For example, you may choose to set aside a chunk of time each day for focused, distraction-free work sessions, or batch your tasks by category.

Challenge: Assigning Tasks and Following Up With the Team

If you often leave meetings thinking “that could have been an email,” the time you’re spending meeting with your team may be costing more than just convenience. While status reports and recurring project check-ins can be helpful, they may also cost you and your team valuable billable time that could be spent on critical tasks (especially during tax season!).



Yet without consistent check-ins and updates, it's not only hard to manage your own time—it's hard for everyone else to prioritize theirs correctly. What's more, it's easier for scope creep to pop up when discussions aren't tightly focused on the work at hand.

So how do you ensure thorough communication in a timely, unobtrusive manner?

Solution: Streamline Your Workflows



Using a project management solution that helps you [streamline your workflow management](#) can reduce the amount of time you spend on hands-on project management. Accounting practice management software allows you to see what's happening with any

project in real-time, manage tasks, and share updates with your team.

For example, with Mango's project management software, you'll get access to the following tools to make the most of your time on the clock:



- A comprehensive project dashboard that gives you a real-time view of what's happening with your team, eliminating the need for guessing or back-and-forth emails to find out about the status of a project
- Customizable workflows that allow you to add notes to projects and filter them as needed, so you can identify the tasks that need to be handled urgently and the tasks that can wait for another time
- A master library with out-of-the-box project templates to help you get started, along with the option to easily customize or build your own project templates to suit your needs
- Email notifications that are sent when projects or tasks are assigned to team members and when completed tasks are ready to view
- Cloud-based software that enables you to access your work anywhere at any time

Challenge: Managing Client Needs

Getting information to and from clients can throw a serious wrench in your time management. Sending clients contracts, files, and reports can be time-consuming (not to mention all those hours spent printing and mailing!), whereas waiting to get contracts, files, and reports from a client can feel like an exercise in playing phone tag and twiddling your thumbs.

Yet without that vital information and documentation, your work as an accountant can come grinding to a halt.



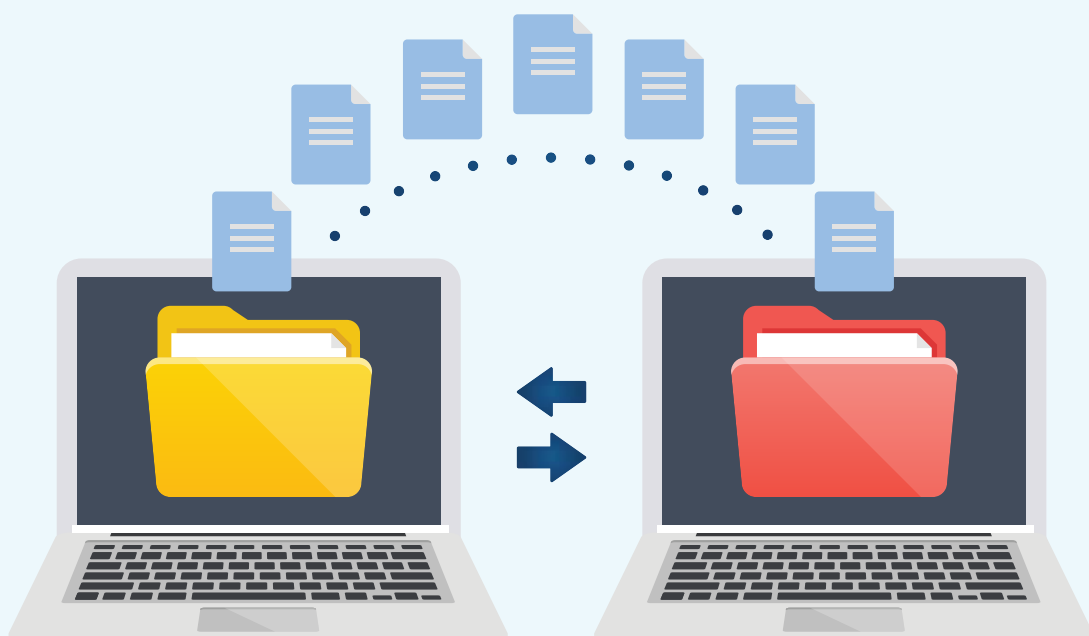
Solution: Use Client Collaboration Tools

Using a [secure file-sharing system](#) means you don't have to wait days for your clients to send essential documents or invoices back to you. It makes life easier for you and has the added bonus of making things more convenient for your client.



One-click eSignatures make things even more convenient for your client by removing the need for them to sign documents in person (or print, sign, and scan them before sending them back to you digitally). Mango offers a secure file-sharing and one-click eSignature solution that helps you by:

- Allowing you to securely share and request files without a login
- Replacing password-protected PDFs with easy-to-access link-based sharing
- Providing read notifications so you'll know when a client has viewed your document
- Seamlessly adding file-sharing to your workflows
- Equipping you with bank-level security when sending documents to your clients



Challenge: Making Enough Time for Complex, Difficult, or Administrative Projects

As an accountant, especially during tax season, it can be challenging to make enough time for big projects—or ones that are especially complex. Even if you accept that some projects may take longer than others, it's easy to lose momentum if you don't dedicate enough time to them. (And when you're up to your eyeballs in tax returns, it can seem like you'll never find that time.)



Solution: Block out time on your calendar

Time blocking is a powerful time management tool. It makes it easier to plow through tasks when you group similar types of work together. When you have difficult projects to focus on, that dedicated time can reduce distractions.

To ensure you're making that time, consider blocking off time on your calendar. To get the most mileage out of your time, make sure your practice management software integrates with your preferred calendar tools like [Outlook](#) so you can easily track your time.

Get time back on your side with Mango

Mango's time management features are only one part of its robust practice management system. Get every piece of software you need in one place, so you don't lose time jumping between different programs.

Save time, set your accounting practice up for success, and get some much-needed work-life balance with help from the professionals at Mango—[schedule a demo](#) with us today.