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Of time and the accountant

Harry R. Weyrich

Roy Stevens

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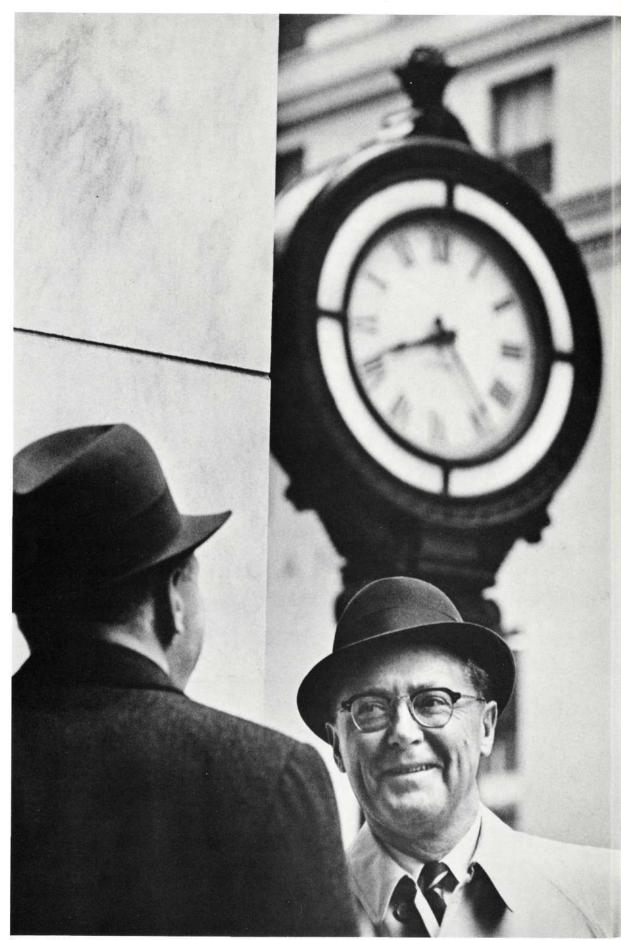


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Harry R. Weyrich, partner-in-charge of the Cincinnati Office.

Of Time and the Accountant

Time is granted to each of us as a heritage, in units of 1440 minutes a day, no more, no less, without discrimination and without guidelines for how to use it. What we do with those units determines our total accomplishment, whether in professional or personal life. Successful professional men often think of time and talent as wasting assets.

In these strenuous and stimulating days, conflicting and sometimes confusing demands are made on our 24 daily hours. This is bound to happen in times of fairly consistent upsurge in our domestic economy and substantial expansion in foreign trade and commerce. This growth brings with it new complexities in production, finance, computerized accounting, corporate structure, and government regulation. These complexities have created a demand for our services such as the profession has never experienced before. Only those who have learned the art of using their 24 daily hours effectively can keep up with the demand.

Several techniques can help us to make effective use of time and thus to lead more complete lives. First, separate the essential from the non-essential; much valuable time is lost in dwelling on unimportant detail while essential matters remain stalled in the background. Second, establish priorities and budget time for them so it will be clear what must be done today, tomorrow, and in the near future. Third, tackle the difficult tasks first, and thus overcome the tendency to concentrate on the less complicated ones. Fourth, develop the courage to make firm decisions; more time is lost by indecision than we are willing to admit.

To apply these techniques one must be very clear about what needs to be done. None of them can be applied from an attitude of indifference. Today we speak of "motivation." In old-fashioned language it means you have to care. In order to select essentials, set priorities, seize the tough jobs, and make firm decisions, you have to care about clients and how you can help them best.

If you care enough to manage your time wisely, you are on the road to personal growth and maturity. The profession stands today as a monument to those who have cared to use their time to good effect. We must follow their example to continue the advances they set in motion.

These days it does not take much imagination to recognize the importance of time to the accountant. But how to master time requires a great deal of imagination and concern for the client. On your success in mastering time will depend to a considerable extent your personal future and the future of the Firm.

HARRY R. WEYRICH