

President's Message

Can you believe it July is already here and it is time to start a new year? After June's meeting and officer installation I am very excited to see what the new year will bring for our chapter!

This year we have so many new faces on the board and committees; I am eager to see what new ideas we come up. We have had such a great turnout of members to volunteer for committee positions. And there are still more opportunities for members that wish to participate and become more active in our organization. If you wish participate in a committee please contact me @ 763-9611.

A few program notes for the upcoming year. Our annual committee procedures meeting will be in July. Please see the details later in this bulletin. Our program is currently being set, please let myself or Chris Carlson know if you have any ideas for speakers. Our regular meetings will be held at Champions Run at 11:30 for lunch and 5:30 for dinner as in the past. The annual Public Relations dinner will be held November 14, 2007 at Champions Run. As the program is completed, more details will be provided.

Here's to another great ASWA year. I want to thank all of those that have volunteered to be

on a committee for this year. I look forward to all the new experiences and fun times the year will bring and to working with every one of you!

Kerry Clark
President 2007 – 2008



COMMITTEE PROCEDURES **MEETING**

Time: 9:00 a.m.
Date: Saturday July 28th
Location: Panera Bread
13410 West Maple Road
Reservations: Kerry Clark at 763-9611 or tkclark1@cox.net by Monday July 23rd

Instead of our regular meeting, we will hold a planning/procedures meeting where each committee will have a chance to meet individually and work on goals for the upcoming year. Those who served on a committee last year are asked to help transition their committee role to their successor.

2007/2008 OMAHA BOARD OF DIRECTORS

Kerry (President): tkclark1@cox.net
Kristen (President Elect): klemcke@fzcpa.com
Stephanie (Vice President): ssetlak@lutzcpa.com
Debbie (Treasurer): dzadina@fzcpa.com
April (Secretary): anarz@firstcomp.com

Shelly (Past President): mkapustka@deloitte.com
Chris (Program Director): ccarlson@areusgroup.com
Sarah (Communications Director): sarahcarse@hotmail.com
Stephanie (Membership Director): slaustin@kpmg.com

ASWA Member Recognition Awards for 2006/2007

The following awards were presented to members at the Member Recognition Dinner on June 20, 2007:

New Member of the Year – Debbie Zadina

Member of the Year – Christi Olsen

Outstanding Members –

<i>Elaine Clark</i>	<i>Kerry Clark</i>
<i>Paula Eastman</i>	<i>Shelly Kapustka</i>
<i>Kristen Lembke</i>	<i>Christi Olsen</i>
<i>Stephanie Setlak</i>	<i>Kristen Van Foeken</i>
<i>Annette Wells</i>	<i>Debbie Zadina</i>

The following milestone members were also recognized:

5 Year Members –

<i>Paula Eastman</i>	<i>Theresa Fuqua</i>
<i>Tami Gast</i>	<i>Sara Snyder</i>
<i>Linda Stehno</i>	<i>Annette Swartz</i>

10 Year Members –

<i>Cathy Carey</i>	<i>Chris Carlson</i>
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15 Year Member – *Ginger Parker*

20 Year Members –

<i>Linda Aust</i>	<i>Virginia Klug</i>
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30 Year Member – *Janet Redick*



MEMBER PROFILES

The member profile questions are being updated. What do you want to know about your fellow ASWA members? If you have any suggestions, please email them to jward@lutzcpa.com.

Michelle Rushing

Member For: 4 months
Graduated from: UNO
Company: Travelex
Position: Customer Support
Birthday: November 4, 1983
Hobbies: I teach dance at Tarilyn's Dance studio
Spouse/Kids/Pets: My fiancé's name is Mark and he has a daughter named Madison. Our Dachshunds name is Buddy.
Most Exciting Event of the past Year: Graduating from college and getting engaged
Favorite Ice Cream: White chocolate mousse
Favorite Movie: Anchorman and Zoolander

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Local Website: www.aswaomaha.org

National Website: www.aswa.org

Article

Tips for Better Time Management

Time-management issues can be a challenge for employees at all levels. In a recent Robert Half survey that asked chief financial officers about the greatest challenge financial executives face today, “time management” was the top answer. It garnered 46 percent of responses, more than double “keeping up with technology,” which ranked second.

To thrive in today’s fast-paced business environment, accountants must take a proactive approach to managing their time and workloads. If you’re trying to regain control of a chaotic schedule and increase your efficiency, the following tips can help:

Establish priorities. Each morning, identify the day’s most critical and time-sensitive tasks, and then give those issues your undivided attention. It’s also beneficial to avoid multitasking, which often impedes real productivity, until you move on to lower-priority assignments.

Break it down. Major assignments can seem overwhelming, but developing a focused step-by-step game plan will help. When approaching a large project, break it down into smaller, more manageable tasks. For instance, if you’re responsible for producing a lengthy report, prepare an outline of the key elements and set deadlines for completing specific sections.

Cut the clutter. The benefits of a clean and orderly working environment can’t be overemphasized. Regularly go through the items on your desk and separate the important from the less important. Once you’ve categorized an item, file it, forward it or trash it — don’t leave it to collect dust on your desk.

Develop a tracking system. By systematically monitoring your progress, you’ll be less likely to overlook dates and details. Consider using project management software to electronically track deadlines and activities; a tickler file (papers placed in a file folder according to the date the item will need to be handled) to remind you of pending items; or a simple notebook to list each project, its status and the next steps to take.

Take a technology timeout. Nothing is more distracting than the pinging sound of an incoming e-mail or instant message when you’re trying to concentrate. Taking periodic breaks from technology allows you to work free of interruption, while giving you time to refocus and recharge.

Accountemps is the world’s first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 350 offices throughout North America, Europe, Australia and New Zealand, and offers online job search services at www.accountemps.com.



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