





Balancing books and wellbeing

- Busy firms face burnout from deadlines, client demands, and regulator wait times
- Online work blurs work-life boundaries, extending accountant hours
- Many professionals report high stress, with some taking time off or considering quitting



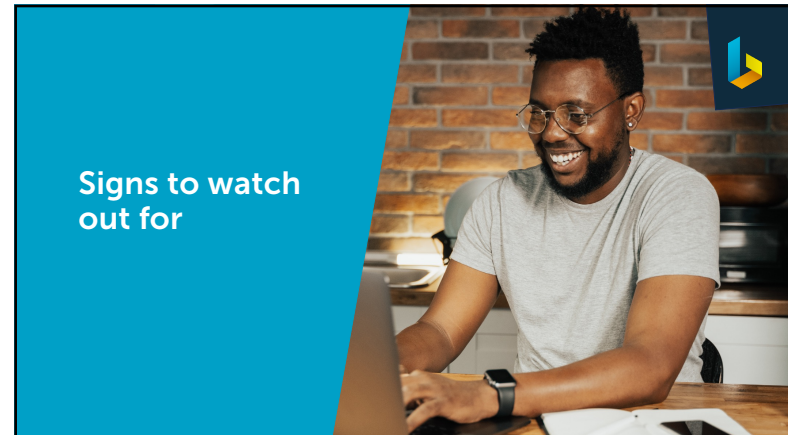
The perils of burnout

- Accountants face high burnout risk, especially during busy season
- Analytical and data-driven training shows that 55% of accountants suffer from it
- Gaining skills to mitigate stress can improve mental and physical wellbeing, reducing risk of burnout



Is work-life balance even possible?

- Chronic stress from overworking can harm your health, causing physical as well as mental issues
- A good work-life balance improves overall health by enhancing sleep, diet, and time for exercise and social activities
- Achieving work-life balance is essential for long-term success and wellbeing



Signs to watch out for

Absenteeism and presenteeism

- Both impact work quality and cost UK businesses £34 billion annually
- Absenteeism involves frequent sick days
- Presenteeism means employees are at work but not focused, leading to mistakes
- Investing in employee wellbeing returns £5 for every £1 spent by reducing these issues



Mood changes

- Irritability or isolating behavior may indicate poor wellbeing, caused by work stress or personal issues
- Mood changes like overwhelm, concentration difficulties, sleep troubles, and avoidance are signs of poor work-life balance



What's the solution?



Watch out for signs of distress




Address issues with culture changes



Invest in supportive software



6 stress-busting tips for accountants




1. Set boundaries with your clients

- Set firm work-life boundaries with clients
- Avoid late-night emails and weekend work
- Hold clients accountable for missed deadlines


1. Tips for setting boundaries

- Cultivate a culture that values saying 'no' to protect workload and mental health
- Use proposal and pricing software to set clear service boundaries and prevent scope creep
- Empower clients to self-serve with practice management software – share documents and check tax liabilities from any location at any time



Making boundaries stick

- Ensure team alignment on boundaries with shared discussions and scenario planning
- Reflect on and update terms of engagement to address misaligned expectations
- Use canned messages in emails using practice management software to streamline communication



2. Split up big tasks

- Break big tasks into manageable parts
- Tackle overwhelming admin work step-by-step
- Delegate tasks to appropriate team members

2. Tips for splitting up big tasks

- Collaborate with your team to break tasks into smaller, manageable pieces
- Use a workflow tool like BrightManager for a more structured approach towards task management
- You can assign subtasks to specific team members for easy delegation and effortless flow of work in your firm



3. Plan ahead

- Set more manageable internal deadlines that are well ahead of actual deadlines
- Ensure a steadier work pace, preventing burnout and stress
- Identify and resolve issues early for smoother compliance
- Help clients budget better with earlier submissions



3. Tips for planning ahead

- Use practice management software to set internal deadlines
- Communicate these deadlines both internally and externally
- Automate task assignment and compliance tracking with integrated tools



4. Prioritise self-care

- Spend time on activities that recharge you outside of work
- Engaging in leisure promotes wellbeing and reduces burnout
- Your wellness is an investment for your future



4. Tips for prioritising self-care

- Start with a 10-minute quality break, like a walk or reading
- Exercise, fresh air, and music can help you relax
- Use the NHS Mind Plan tool for stress management tips
- Spend time outdoors or do a quick yoga session at home
- Automate client record chasing with cloud practice management software



5. Workplace flexibility

- Over 60% of UK employees feel the 9-5 no longer works for them
- 14% of people in non-flexible offices are considering changing jobs
- 39% of those working flexibly see improved mental health



5. Tips for prioritise self-care

- Offer flexi time to adjust work hours around personal schedules
- Employees can make 2 flexible working requests every 12 months
- Use cloud payroll software to process payroll from anywhere and distribute payslips automatically
- Benefit from batch payroll processing for static payroll clients



6. Time management

- Automate routine tasks to free up time for higher-level tasks
- Improve time management to fit in personal activities (like gym classes and walking the dog)
- Reevaluate your time-tracking processes to move away from outdated methods
- Managing your time better leads to better efficiency, strategic decisions, and overall performance



6. Tips for time management

- Be a positive influence by taking your lunch hour and leaving on time
- Use a time-tracking tool, like in BrightManager, to identify team bottlenecks and profitability insights
- Track all logged time by staff member, client, and service with BrightManager too
- Cloud-based time management tools ensure accurate tracking and delegation for both remote and office-based teams



Benefits



Better work-life balance



Happier clients



Improved employee satisfaction



Better reputation



Tasks done quicker



More time

Find out more information on
BrightManager

Find out more information on
BrightPay

