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SUMER
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Balancing Study and Work – Tips for Trainee Accountants



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Navigating your way through what feels like 2 full-time jobs comes with its trials. The combination of work and study is not something to shy away from, instead, the key to success is developing a long-term success plan which could include some of the following elements;

- **Organisation is one of your most ferocious weapons** - start as you mean to go on. This includes keeping up to date with releases of materials for your classes and ensuring you're signed up to and attend every webinar in good time. This organisation not only has to cover the aspect of studying, but will also have to weave its way into your working life where you may now have to juggle several clients at one time. A simple way I help myself, is I ensure to write a to-do list for the next day, every evening before I leave the office.

- **Sleep** - a good night sleep is a non-negotiable. We all try to stay up as late as possible to try savour what's left of our evenings - unfortunately, the reality is that the evenings grow shorter for the long-term gain. If we didn't charge our phones they'd be out of use... the same applies to you!

- **Time** -keeping - avoid appeasing to yourself by saying things like "that class is a week away" or "I'll watch that webinar another time" - you won't! Force yourself to get started now and trust me 15-20 minutes into the webinar or the studying and it's not as daunting as it once seemed.

- On days I'm feeling off, I'll go to the webinar and allow myself to just watch the class and not force myself to take notes. This should be a rarity, but helps you be exposed to even one new concept or question that you would've missed otherwise.

- **Give yourself those treat days/lie ins/away days** - you are no use if you're burnt out. Don't feel guilty for giving yourself a day off here and there, feel guilty for not sticking to your agreement with yourself. Importantly, make sure annual leave is used for rest and not catching up.

- **As soon as studying feels like a punishment; STOP** - short intervals of studying are better than training your mind to associate studying and working with a form of punishment. Breaking your work up into manageable chunks will help you keep a clearer mind - focus on one thing at a time.

- **Keep consistent** - one of the hardest things to do is maintain efficiency, but this will reward you the most in the long-run in every aspect of your life. Don't just be up to date for the first 3 webinars, or be great with your clients for 2 weeks. While you're in your training contract, it is a constant cycle putting in the work and so make sure you're logged in on time both in work and for your classes.