

### ■ MEET TRICIA DUFFY



We are excited to welcome Tricia Duffy to Baylis & Company. Tricia moved to Florida in March of this year from New York to be with her mother, Ellen, her Aunt Mary, her Uncle Jimmy and the rest of her extended family. We are thrilled that Tricia decided to make this change!

Tricia earned her Bachelor of Business Administration in Accounting from Hofstra University. She has been practicing accounting for over 11 years in both public accounting and the banking industry. Tricia most recently worked for McGladrey LLP in their New York office. She is a seasoned auditor who is able to serve for-profit companies and not-for-profit organizations; she also has significant experience auditing employee benefit plans.

Tricia enjoys getting together with her family for a trip to the beach or a BBQ, swimming and playing in the park with her Godson, Lucas, and his sister Ariella, and reading for fun. She also enjoys travel and has gone as far west and north as Alaska, and as south as St. Lucia. To learn more about Tricia, visit <http://www.bayliscpas.com/professionals/triciaduffy.php>.

### ■ WHY IS ESTATE PLANNING IMPORTANT?

Many people wrongly assume that estate planning is necessary only for millionaires or seniors. Though estate planning is certainly warranted for these two groups, such planning is important during all phases of adult life, for a wide variety of reasons.

Young and single people may wish to consider estate planning to specify where possessions and assets are distributed, particularly if the individual wishes to benefit someone special or to benefit a specific organization. Married couples often fail to consider the tax implications of an estate for the surviving spouse. Married couples with children may or may not face the same issues as couples without children; additionally, they may want to make financial and other provisions for a child or children. Financially comfortable individuals looking forward to retirement may wish to look at both estate and financial planning to be sure investments are properly made to reach long term goals.

The internet is full of helpful (and not so helpful) advice, and lots of “do it yourself” forms. Though it is certainly never bad to educate yourself about your options, most people would benefit from the advice of a tax professional with a comprehensive understanding of both your particular financial situation and current estate and trust tax law.

We encourage you to speak with your tax professional to tailor an estate plan that helps you distribute wealth according to your wishes in the most tax advantaged way possible. We welcome the opportunity to provide you with estate and financial planning services. Visit <http://www.bayliscpas.com/services/taxfinancialdetails.php#estate> to learn more.

## ■ TIME MANAGEMENT IN THE DIGITAL AGE

Distractions abound in the digital age. There are always “shiny objects” waiting in the wings to take away our focus. What to do? Here are some tips to more effectively manage your time online.

**No double dipping:** Be considerate of others when you choose a medium of contact. Have you made a phone call? If so, an email on the same topic is probably not required. Use this form of double messaging only if you have not gotten a timely response.

**Try an hourglass:** Use this old-fashioned timing device as a visible reminder to limit your time exploring the web and checking emails. Once time is up, get back to business.

**Limit “rabbit trails”:** If you find your attention easily redirected by the ping of a new email, or by the lure of Twitter, Facebook, Instagram, Pinterest, or any other number of social media, set aside blocks of time to work on complicated projects without interruption.

**Schedule email checks:** Tasks requiring intense concentration become more difficult when your attention is drawn away to incoming messages. Schedule several times a day to read and respond to email and stick to your schedule as much as possible.

**Get a “virtual nanny”:** If simple management tools don’t work for you, more serious action may be required. Consider purchasing a digital time management program to keep you on the straight and narrow. Many programs with a wide range of controls are available. Options available include programs that limit the time you spend on certain sites by hour or by day, and programs that block access to sites altogether during certain times of day.

Time management isn’t easy in the information age. We hope these tips help you increase your productivity and capture lost time.

## ■ DERBY LADIES



Several of the Baylis & Company ladies recently turned out in their finery and hats for Camp Fire USA Sunshine Council’s Kentucky Derby party. We are proud to support this fine organization; in previous years, two members of our Firm have served as Presidents and one as Treasurer!

Pictured from left to right in their Derby finest are Tracy Kimbrough, Kassandra Welch, Rosemary Roudabush, Tricia Duffy, and Stephanie Kimbrough.

## ■ WE ARE ON FACEBOOK



Did we catch your attention? We know we just discussed the importance of digital time management. That being said, we also know that many people enjoy spending time on Facebook to relax or change gears mentally. We invite you to check out and “like” our page, <http://www.facebook.com/BaylisCompanyPa>, to learn what we are up to and what grabs our interest. Of course, we know you will spend your time online wisely!

Please visit our website at [www.bayliscpas.com](http://www.bayliscpas.com)

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