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Ngan of FXFOWLE: Perfectly healthy to love your job

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Name: Sara Ngan, LEED AP
Title: Project Architect
Company Name: FXFOWLE
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What year did you start your career in commercial real estate: 2005
What recent project or transaction are you most proud of?
It wasn't a project or transaction, but last year, I left the first company that I worked full time at after being there for 8.5 years. It was extremely difficult because I had become so comfortable, and knew everyone so well. It honestly felt like I was leaving one huge phase of my life to begin something completely new, exciting, stressful and scary all at the same time.
What is the first thing you do when you arrive in the office in the morning?
I like to enjoy a cup of coffee before responding to emails. It makes the task much more enjoyable!
What time management strategies do you find to be the most effective for you?
I like to develop To-Do lists based on levels of importance, whether it be how quickly answers need to get responded to, how long it will take me to work on the task, and if any other team member (internal or external) needs to complete work after they get a response from me. It's extremely helpful to me so that I can see all the required tasks in front of me and not just in an assortment of emails, voicemails or results from meetings.
What is the best advice you have received and who was it from?
It is perfectly healthy and acceptable to love your job and have a life apart from it. Every waking moment of your day does not need to be dedicated to work to show that you enjoy it.
What is your favorite quote?
"Be the change that you wish to see in the world." - Mahatma Ghandi
What did you want to be when you grew up?
A doctor, how things change when you grow up!