

6 Tips for More Effective Time Management

Adapted from About.com

Having enough time is a challenge for many small business owners. There just never seems to be enough time to get everything done, especially when you're wearing a lot of different hats and taking on many different roles in order to run your business. It can be frustrating, and stressful to feel like you're bouncing from task to task without actually accomplishing anything.



While we can't change the number of hours in the day, we can change the way we use them in order to manage time better and become more productive. It's not easy, and it can take a great deal of commitment and discipline, but it's possible to make time an ally rather than an enemy of your business. Here are a few time management and productivity tips to help you join forces with time and become more productive.

Set Goals- The foundation of good time management is to know where you're going and how to get there, and having goals can help you create a plan to do it. In fact, it's hard to accomplish anything without specific and measurable [SMART goals](#). When it comes to time management and productivity, it's the small, short-term goals that matter most. You can start by breaking down your long-term goals into monthly, weekly, and even daily goals. Having daily goals will help you set a target and measure when you've hit it successfully.

Pick a System and Commit - There are many time management and productivity philosophies and systems, including specific software and online apps. No matter which system or approach you use, make sure it's one that you understand and keep up with. If you struggle finding an approach to time management that you can commit to fully, try combining the ideas of a few different systems to create the perfect time management and productivity tool for you.

Find Your Productivity Zone - Some people are most productive first thing in the morning, when their minds are fresh, while others prefer digging into important work mid-day when their momentum is full-throttle. Still others are night owls who leave the most important work for the end of the day when ideas and concepts have had time to settle. Decrease the time it takes you to complete your work by identifying when you are most productive, and by planning your most critical work for that time. You can boost your productivity even more if you're able to reduce distractions and interruptions during this focused work time.

Know Your Priorities - You may never get everything done, every day. If you do and find that it results in boredom, it may be time to expand your horizons and stretch yourself just a bit more. But for most of us, there will always be a few items leftover every day that we didn't get completed. The only time this is dangerous is when that item is a high-priority with a deadline attached. In order to avoid that scenario, take time to clarify your priorities and schedule in the time to complete the most important tasks when you are most productive.

Track Your Time ... All of It

Time tracking with a dedicated [time tracking tool](#) can be an excellent way to manage time. Tracking your time across the board can help you increase productivity in two powerful ways. First, it keeps you focused on your current task. After all, there's no better concentration reminder than a ticking clock. Second, time tracking gives you a picture of exactly where your time is being spent, day in and day out, over the long term. This could be eye-opening, and may provide a valuable insight into how you want to spend your time, how you actually spend it, and what changes to make to shift the balance.

Determine What to Delegate

When you have more on your plate than you can handle yourself, it's [time to delegate](#). A good way to start with delegation is by determining what tasks are essential, but not necessarily essential for you to do yourself. Then, it's a matter of finding the right [employees or subcontractors](#) and building a team where there is trust, respect and shared goals. It's not always easy, but once you have a support team in place and can delegate effectively, your productivity and potential will skyrocket.

**Welcome,
Recently
Certified DBEs!**

L & J Construction Grp LLC

Laura Helling
Bridge Rehab and
Construction

INROADS

MONTANA DEPARTMENT OF TRANSPORTATION
MDT holds two bid lettings each month.

Proposed for letting February 2011:

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
7697 000	NH 1-6(85)378	3	HAVRE WEST – US-2/MT 11-1	RECONSTRUCT – WITHOUT ADDED CAPACITY	0.4
6891 000	NH 101-1(10)1	3	3 RD ST NW & NW BYPASS-GTF	TRAFFIC SIGNALS & LIGHTING	
6104 003	STPS-NH-STPP-IM 0002(960)	4	D4-CULVERTS-PHASE IV	RECONSTRUCT-REMOVE & REPLACE CULVERTS	
7445 000	STPS 421-1(8)0	5	COLUMBUS-EAST	RESURFACING-ASPHALT (THIN LIFT<=60.00MM) (INC SAF. IMP.) (PAVE PRES)	5.9
6859 000	STPU 5799(24)	3	BLVD AV-16 TH W-W 11 TH ST HAVRE	MAJOR REHAB-WITHOUT ADDED CAPACITY	2.8
7243 000	BH 90-1(190)24	1	BRIDGE SCOUR I-90 MP 24	MINOR BRIDGE REHAB	



Leadership in Energy and Environmental Design (LEED) consists of a suite of rating systems for the design, construction and operation of high performance green buildings, homes, and neighborhoods.

Developed by the U.S. Green Building Council (USGBC), LEED is intended to provide building owners and operators a concise framework for identifying and implementing practical and measurable green building design, construction, operations, and maintenance solutions.

Since its inception in 1998, the U.S. Green Building Council has grown to encompass more than 7,000 projects in the United States and 30 countries covering over 1.501 billion square feet (140 km²) of development area. The hallmark of LEED is that it is an open and transparent process where the technical criteria proposed by USGBC members are publicly reviewed for approval by the almost 20,000 member organizations that currently constitute the USGBC.

The Green Building Certification Institute (GBCI) was established by USGBC to provide a series of exams to allow individuals to become accredited for their knowledge of the LEED rating system. This is recognized through either the LEED Accredited Professional (LEED AP) or LEED Green Associate (LEED Green Assoc.) designation. GBCI also provides third-party certification for projects pursuing LEED.

LEED-certified buildings are intended to use resources more efficiently when compared to conventional buildings simply built to code. LEED-certified buildings often provide healthier work and living environments, which contributes to higher productivity and improved employee health and comfort. The USGBC has compiled a long list of benefits of implementing a LEED strategy, which ranges from improving air and water quality to reducing solid waste, benefiting owners, occupiers, and society as a whole.

If you are interested in receiving your LEED certification, you could qualify for reimbursement for up to \$750 for the cost of the classes and the testing and up to \$250 for travel if you have not used your allotment for this year. Contact Shannon Hahn at 444-7287 to check on available funds.

DBE participation for MDT Awarded Contracts for October, November and December:

Prime <i>DBE</i>	Location	Project	DBE Participation
Helena Sand & Gravel Inc <i>Gaston Engineering Fencecrafters – Helena Wharton Asphalt</i>	12 KM S Broadwater Co Ln – South	STPS 284-3(6)23	6.42%
Neal Structural Repair LLC	Yellowstone-Greycliff-Scour	BH 9049(30)	0.00%
Riverside Contracting Inc – Msla	Forsyth-Northwest	STPP 14-6(10)259	1.44%
Average Participation			2.16%

Do you know someone who could be a DBE?

If they are a small business owned by a minority or a woman and have less than \$1,320,000 in personal net worth and less than \$22.41 million in annual sales averaged over the last 3 years, they may qualify! Have them contact Wendy Stewart, DBE Program Manager at (406)444-6337 or westewart@mt.gov for an application packet.

Montana Local Technical Assistance Program (LTAP)

Do you need to update your flagger certification?

LTAP is offering another round of Flagger Certification Training classes all over Montana.



Flagging duties and responsibilities will be taught. Safety, uniformity and liability issues will also be covered. Montana flagger certification cards will be issued to participants successful in completing the course exam.

Classes will be held in Helena on March 6, Missoula on March 7, Kalispell on March 8, Miles City on March 13, Glendive on March 14, Wolf Point on March 15 and Plentywood on March 16

Contact LTAP at (406)994-6114 for more information.

Cost: \$35

Must be registered and pre-paid:

[Click here for Registration Brochure.](#)



Small Business Component

The FHWA (Federal Highway Administration) recently passed new regulations to include a Small Business Component to foster small business participation. This new component needs to be in place by February 28, 2012 with an implementation date within 9 months of approval of the new plan. We look forward to providing you with more information after our plan is approved. This will create more opportunities for Disadvantaged Business Enterprises and incorporates the additional component for Small Businesses.

Look for the rollout of this new program coming soon!

MDT Civil Rights Bureau Directory

Wendy Stewart DBE Program Manager/Certifications	westewart@mt.gov	(406)444-6337
Shannon Hahn DBE Supportive Services Coordinator	shahn@mt.gov	(406)444-7287
Andy Hyatt-Marcucci Compliance Technician	ahyattmarcucci@mt.gov	(406)444-6331
Alice Flesch ADA Coordinator	aflesch@mt.gov	(406)444-9229
Bill Anderson Title VI & EEO Compliance Specialist	bianderson@mt.gov	(406)444-6334
Kathy Terrio EEO & Labor Compliance Specialist	kterrio@mt.gov	(406)444-9270
Patti McCubbins Civil Rights Bureau Chief	pmcubbins@mt.gov	(406)444-6042

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JANUARY



chillimartin.info

Take a class anywhere, anytime with the Small Business Training Network (SBTN). The SBTN is a virtual campus offering online courses, publications, and other forms of technical assistance. Courses are self-paced and take about 30 minutes to complete.

Available classes include:

- Strategies for Growth
- Construction Safety & OSHA Compliance
- IRS Resources for Small Business Owners
- Recordkeeping

Access the full listing at:

<http://www.sba.gov/category/navigation-structure/counseling-training>

February

2/9 MSU – How to Start a Business in MT
MSU Campus – Gaines 148, Bozeman
Contact: <http://eu.montana.edu>

2/21 Senator Jon Tester's Women's Small Business Workshop
University Center at the UM-Missoula
Contact: Andrea Helling or Dan Malessa
(202)228-0371 or RSVP at tester.senate.gov/workshop

2/21 MSU Course – Introduction to QuickBooks
Downtown Education Center, Bozeman
Contact: <http://eu.montana.edu>

2/22 MSU Course – Excel Level I
Downtown Education Center, Bozeman
Contact: <http://eu.montana.edu>

2/23 Growing Montana Communities
Red Lion Colonial Hotel in Helena
Two-day conference
Contact: http://serve.mt.gov/?page_id=2965

2/27 MSU Course – Access Level I
Downtown Education Center, Bozeman
Contact: <http://eu.montana.edu>

You asked for it...you got it!

The SBA is offering a **Construction Management and Marketing Your Small Business** to the Federal Government class

This two day training event will teach you the following: Documents & Defining the Scope of Work, Estimating and the Bid Process, The Cost Estimate, R.S. Means and How to Use It, Managing and Controlling Risk, Concepts and strategies for doing business with the Federal Government, Tools and opportunities to Market Your Business, Developing a Capabilities Statement and Marketing Plan, Marketing Mistakes and How to Avoid Them

March 21 and 22, 2012
At the Gateway Center in Helena

SIGN UP TODAY!!!

<http://sbaworkshops.stoverteam.com>

Montana811 is hosting dinners all over the state to information excavators about safe excavation and the One-Call/Call Before You Dig system. Click here for info: <http://events.r20.constantcontact.com/register/event?oeidk=a07e5h5wuwmcce3e38d&llr=jpasi8iab>