

## Human Relations

## Building permits for Vancouver Island

Dehoog & Kierulf Architects 250-658-3367	<b>Victoria</b> 732 Broughton St	Multi-Family New 12 Units	\$2,000,000
VI Health Authority 250-744-7773	<b>Central Saanich</b> 2166 Mt Newton X Rd	Institutional Add/Alter	\$177,000
VI Health Authority 250-744-7773	<b>View Royal</b> Level 6 South Tower Hospital Way	Institutional Add/Alter	\$500,000
WR Knight Construction 250-475-2595	<b>Colwood</b> 611 Brookside	Multi-Family New	\$1,300,000
<b>www.yellowsheet.ca</b>			
R St Clair	<b>CRD – Gulf Islands</b> 493 Felix Jack Rd, Mayne Island	Commercial Add/Alter 456 sf	\$68,000
Read Jones Christofferson 250-716-1550	<b>Nanaimo</b> 1601 Creekside Dr	Multi-Family Add/Alter Building Envelope Repair – Millstone Creek	\$6,111,000
Ben Labbe Construction 250-339-7323	<b>Comox - Strathcona</b> 4608 Kilmarnock	Residential New Single Family Dwelling	\$724,000
Norkan Construction 250-956-4344	<b>Port Hardy</b> 9050 Seaview	Institutional Add/Alter Seismic Upgrade to School	\$2,300,000
605583 BC Ltd	<b>Ucluelet</b> 1002 Peninsula Rd	Residential Add/Alter	\$200,000

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**CLOSED***Please Call Again***WILL RETURN****Can't manage time? Then manage yourself**

A few days ago a friend and I were discussing time and how the minutes, hours, days, weeks, months and years just seem to be flying by, especially now that we're getting older. Ever wonder why? I have a theory. The older we get, the bigger our lives. We have more people in it, more responsibilities with aging, unhealthy parents; teenagers who need to be driven everywhere, and more responsibilities at work because our tenure, wisdom and experience makes us more valuable. We have more to do and less time for ourselves. There's less time for fun, less time to just sit back and reflect on where we're going. We're so busy reacting and moving that we rarely get a chance to sit down and analyze whether we're heading in the right direction. Sometimes the big moment just takes over like a tsunami and we are lost in its wake.

At its crux, time management is really self-management, which includes managing our environments, both at work and at home. I had a client who prided himself on his open-door policy and having a great relationship with his employees. Imagine their surprise when this affable man started growling because they kept doing what he had always encouraged them to do: drop by to talk about their projects. The problem was that my client, I'll call him Jack, was preparing a make-or-break presentation and felt under the gun with all his staff's interruptions. By

delegating his open-door policy to his second in command for the two weeks before his presentation, Jack met his deadline and created a killer presentation while managing to maintain the excellent relationship with his employees that he had worked so hard to create.

The secret to time management? Know, as Jack did, that you can't manage time; but you can manage yourself. To do that, it's important to be aware that you do have choices, although it might not always seem that way. They are yours to make. Some of your choices might include:

- Analyzing your time, to see how you are spending it.
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- Defining and re-orienting your life around your values.
- Re-orienting yourself around the concept that a ringing telephone is just an invitation to talk, not a command. You get to choose whether to answer it or not.
- Slowing down at specific times so you can work more effectively most of the time.
- Learning to distinguish between urgent and important.
- Setting clear boundar-

- ies, and learning to say no.
  - Banishing "should," from your vocabulary.
  - Defining your priorities and reducing distractions.
  - Maximizing all your energy resources, through exercise, good eating habits and activities that fuel rather than drain you.
  - Taking time to organize, because it saves time in the long run.
  - Saying no to unnecessary meetings that could be handled by phone or email.
  - Clearly communicating your goals, objectives and strategies to all involved.
  - Delegating tasks where appropriate.
  - Reducing procrastination and indecision and;
  - Limiting stress.
- To start using your time more effectively, take at least an hour of uninterrupted time to do the following:

1) With your journal in hand, ask yourself two questions, in each of the following areas of your life: friends; life partner, family, work, emotional and physical health and finances. The questions: at this time in my life, what do I need to pay

attention to and what do I need to let go of?

2) Don't censor your answers, just see what comes up and write the answers down in your journal.

3) Choose five priorities right now and place them in order on a number of three by five cards, under the title Absolute-Yes List,

4) Place the cards in areas where you can see them. You might carry one in your purse; put one by your computer, on the dash of your car, whatever works for you.

5) Keeping this list visible will help to remind you where you want to spend your time and make it easier to say no to the time wasters that aren't on your list.

6) Now that you know your priorities, re-adjust your calendar to ensure that they are reflected in your day and week.

7) Once you know your priorities, practice saying no on a daily basis to requests that aren't on your list.

8) Repeat this process every three to six months, because priorities change.

**It's your life and your time, how do you want to spend it?**

*Kathy Santini is a life and business coach and the owner of Arbutus Coaching. To learn more about coaching and how coaching can improve your life and help you reach your own personal Everest, call 388-6108, email Kathy@Arbutuscoaching.com or visit www.arbutuscoaching.com*

**COACHING CONVERSATION****Kathy Santini**