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N.W. WHITE'S

News Worthy Words

Do You Ever Wonder Where The Day Went?

Do you come to work with home problems dominating your thoughts? If you do, you probably aren't working up to par. The quality of your work can suffer—causing rework, pulled projects, and more. **Your lack of concentration** can therefore set your department back in overall production—often resulting in overtime. **The vicious cycle can be prevented** (with exception of the unexpected rush jobs) by producing consistent, quality work. What else can you do to prevent your department from falling behind unnecessarily? Detect and eliminate time-wasters!

- **It's better to spend three to five minutes planning your day**, than to rush right in and waste 30 to 60 minutes of your day backtracking.
- **If you need to run an errand**, run three or four errands together—saving unnecessary steps.
- **If possible, set aside blocks of time** for recurring tasks. For example; all typing, filing, phone calls, errands, etc., can be done at one time so that you don't continually disrupt your work flow. If you think before you begin, you'll concentrate much better on the work at hand. If you keep things running smoothly, you'll have time to do all your work without feeling pressured.

—Productivity Plus

The greatest danger in times of turbulence is not the turbulence—it is to act with yesterday's logic.

—Peter Drucker

Achieving Results Through Follow-Up

Like most people, you want to stay on top of all your responsibilities. But when your major duty is to achieve results through other people, you have to work harder to ensure good results. That's why you should learn to manage their performance—and ultimately your own—by using follow-up as a way to accomplish your goals. The key to good follow-up is to:

- **Use fact** to motivate people to perform. People like to be *asked*, rather than told what to do. It also helps to tell them *why* what you are requesting is important.
- **Establish definite deadlines**; communicate them to all parties; and follow-up on those dates.
- **Check progress** at other regular intervals to identify and solve problems.
- **Give people the benefit of the doubt**, but urge them to perform as they promised.

By using follow-up, you can turn idle promises into concrete action.

—Dynamic Supervision

A Few More Daffynitions

- **Consultant:** An ordinary guy more than 50 miles from home.
- **Lawsuit:** A machine into which you go as a pig and come out as a sausage.
- **Egotist:** Someone who is always me-deep in conversation.
- **Cuisine:** Any food that you can't pronounce.
- **Etiquette:** Yawning with your mouth closed.

Four Words Of Wisdom

A queen called her wisest advisors together and asked them to come up with a motto for the nation, a few words that would help her people in time of trial or distress. "It must be short enough to be engraved on a ring, so it will be ever present to my people," the queen said. "It must be right for every situation—as useful in prosperity as in adversity. It must be wise and true and endlessly enduring, words by which men and women could be guided all their lives." The advisors thought and debated for a long time, and then they finally returned to the monarch with their magic words. "Your Majesty," said their leader, "these are words for every change or chance of fortune, words that apply to every situation, good or bad, a motto which will ease people's hearts and minds no matter what the circumstance."

The motto they chose: *"This, too, shall pass."*

How to Remove an Unused Printer's Driver

In both home and business environments, it can be easy to accumulate a list of former printer drivers. The longer a PC has been around, the more printer drivers they probably have installed. Having these old printers show up is not detrimental, but it can turn into a nuisance. If you don't plan on having a particular printer connected to your computer again and you've decided to remove it, this is how you do it:

1. Click on the "Start" icon and select "Control Panel."
 2. Double-click the "Printers and Faxes" icon.
 3. Right-click on the printer that you want to remove and select "Delete."
-

Praise Is In The Details

Disillusioned or negative employees are especially hard to motivate because even praise doesn't seem to reach them. But that could be because your praise is coming off as superficial. With hard-to-reach employees, praise must be detailed and accurate. Use this three-step process to get your message across:

1. Show that you understand the difficulty of what they did.
2. Show you understand how they succeeded—their technique, their decisions.
3. Show you understand the value of what they did.

In other words, giving praise can be work! But like work, it's worthwhile when it accomplishes something.

It's a fine thing to be honest, but it is also very important to be right. —Winston Churchill

Be Aware Of The Three Levels Of Allegiance

An awareness of three different levels of allegiance is important for success on the job.

- **To your superior.** Your duty to your boss is to contribute whatever your boss needs to do his or her job. Never doubt that your success is tied intimately to the success of your boss. Make your boss look good and you will look good.
- **To the company.** Know your company's goals and do everything you can to integrate your interests with those of the company. Working well with fellow employees is an important part of this.
- **To your subordinates.** You must give your subordinates the tools and information they need to do their jobs. Make sure they know and understand what is expected of them, and help them with advice and counsel. They are the people who will make you look good.

—Executive Book Summaries

We Hold These Truths To Be Self-Evident ...'

On July 4, Americans celebrate the signing of the Declaration of Independence. The Declaration was officially adopted by the Continental Congress in Philadelphia on July 4, 1776, although Congress formally declared independence from Great Britain on July 2, and the Declaration wasn't signed by all 56 members until August. Some other facts about the founding document of the United States that you may not know:

- **There's a message on the back.** No, it's not an invisible treasure map (as in the Nicholas Cage movie *National Treasure*). The words "Original Declaration of Independence, dated 4th July 1776" appear on the reverse side of the document on display in the National Rotunda, at the bottom and upside down.
 - **About 200 copies of the Declaration** were immediately produced by printer John Dunlap for distribution through the 13 colonies. Of these original "Dunlap broadsides," 26 still exist.
 - **The original document wasn't printed on paper,** but "engrossed" on parchment. Engrossing is a process for preparing an official document in large, clear handwriting.
 - **At the bottom left corner of the Declaration** is an unidentified handprint. Historians speculate that it's the result of the document's being rolled up for transport and handled by various people for extensive exhibition in the early years of its existence.
 - **The two youngest signers of the Declaration** were Thomas Lynch Jr. and Edward Rutledge, both of South Carolina, both 26 years old at the time. The oldest signer was Benjamin Franklin, 70. Nine of the original signers died before the American Revolution ended in 1783.
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Some Sources Of Fast Cash

The recession has ravaged wallets, portfolios and jobs leaving many of us in serious need of more cash. If you don't have an emergency fund (approximately six months worth), read on to discover more ways to turn your "hard" assets into cash:

- **Sell investments** You can raise some cash and lower your tax bill at the same time.
- **Borrow from your home.** Current rates on mortgages and home equities may never go lower. See your banking advisor.
- **Boost your take home pay.** Calculate the correct number of allowances you can claim to boost your takehome pay. Married? Had a child? Just bought a home? Ask your tax preparer for help in analyzing deductions you might be able to take.
- **Cash one of your credit card "convenience checks."** Just be aware of the conditions surrounding cashing one of them. Some charge transaction fees in lieu of a lower interest rate. But in either case, the fees all add up quickly.
- **Borrow from your 401 k.** Most workplace-based retirement plans allow you to borrow up to half of your balance but not more than \$50,000. In most cases you have up to five years to repay it. There are conditions such as 10% early-withdrawal penalty if you are younger than age 55. Also, your loan may or may not come due in full when you leave your job. Once again, talk to your tax preparer and/or a financial advisor to see what the best path forward is for you.
- **Tap your Roth IRA.** You can withdraw your contributions to a Roth IRA (but not your earnings) tax free and penalty-free at any time. You can't re-deposit the money you withdraw, but you can continue to contribute. Check with a financial advisor and/or tax preparer before making a decision to tap your IRA.
- **Whole-life insurance policy.** You can take up to the full cash value of your policy in most cases. You do not have to repay the loan. But your death benefit will be reduced by an equal amount.
- **Sell your "stuff!"** Clean out the closets, storage areas and piggy banks. List it on Ebay or Craigslist. "One man's junk is another man's treasure."

The Price is Right

Whether you're looking to research your latest big splurge or want to quote a fair price for the used stereo you're putting up on ebay, Priceonomics can help. Just enter in the brand and edition of the good you want to sell, and the engine will pull up a reasonable price range for the item.

What's more, the site will also give you the price distribution and average price over time, so you can run the numbers for yourself. Now that's what we call mathemagic. Go to www.Priceonomics.com

---IDEAS & FACTS---

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Stress isn't caused simply by pressure or excessive demands, but the wrong sort of pressure—when people do, or are forced to do, things they're not equipped to do.

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Expect to learn something from every person you meet. As the Spanish rabbi and philosopher, Maimonides, said, "One should accept the truth from whatever source it proceeds."

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Late credit-card payments can make your troubles worse. Pay at least the minimum by the deadline to maintain your credit score. If your due date doesn't mesh with your payday, ask your lender if you can move it.

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It's easier to cut a big problem in half than to eliminate a small problem entirely. Seek the greatest improvement for the least effort...in the shortest time...with the least expenditure.

---Thought Starters---

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A key chain is a gadget that allows us to lose several keys at the same time.

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A drug is that substance which, when injected into a rat, will produce a scientific report.

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Conscience is a small inner voice that doesn't speak your language.

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The best thing to do behind a man's back is pat it.

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If opportunity came disguised as temptation, one knock would be enough.

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Success occurs when opportunity meets preparation.

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Some great people make other people feel small, but really great people make everyone feel great.

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Middle age is the time in life when it takes you longer to rest than it did to get tired.

Canada Day is Sunday, July 1st.

Independence Day is Wednesday, July 4th.

Parent's Day is Sunday, July 22nd.

Thankyou Day is Sunday, August 12th.

Tell A Joke Day is Thursday, August 16th.



N.W. White & Co. Delivers

Cool Ideas



For Hot Days



This time of year, construction work is hot work. Any time you have high humidity and temperatures above 90 degrees, the danger exists for heat exhaustion or heat stroke. But you can do more than talk and complain about the heat. By observing a few simple principles, you can endure hot weather far more easily than if you merely resign yourself to stewing and sweating.

An individual who collapses from heat while perspiring freely, is usually suffering simple **heat exhaustion**. A more serious condition, **heat stroke**, may occur when an individual does not perspire, causing them to develop rising body temperature and hot, dry skin. In addition, heat cramps may accompany heat exhaustion or heat stroke.

HEAT EXHAUSTION

Symptoms include cold, pale skin which is clammy from perspiration. Person may feel weak and faint, nausea and vomiting may be present, and there may be brief periods of unconsciousness.

FIRST AID

Move the victim to a cooler place, protect from chilling, keep person lying down with head level, give liquids if conscious, and seek medical attention.

HEAT STROKE

Persons suffering from heat stroke may suffer mental confusion, staggering gait, or unconsciousness. Skin is hot, dry, flushed, and the person may complain of being very hot.

FIRST AID

Move the victim to a cooler place, keep person lying down with head elevated, sponge body with cool water, obtain medical care immediately. This condition is serious.

**A safety message from the folks that
“Take The Load Off Your Mind!”**

“Serving the Construction Industry Since 1952”

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