

Shifting Your Productivity Mindset

Have you ever laid awake trying to get to sleep, but you can't turn your work brain off? Or you have a whole Saturday to get things done, but it's as if your motivation walked out the door along with your attention span?

In order to accomplish something, you have to have the correct "brain" turned on. Whether it's an at-home project or relaxing enough to avoid looking at your phone, you have to shift your mindset to accomplish these tasks. Phil Cooke, author of "One Big Thing: Discovering What You Were Born To Do." shares with us some tips around driving productivity through shifting your mindset.

At Work: Some days you know exactly what you need to work on, and other days you spin your wheels. Is that because your leadership is unclear, or because the team dynamic has confused priorities? "Teams are great for brainstorming, research and execution, but at some point, a leader has to make a decision," says Phil. You can demand actionable direction, and find out who really makes the final decisions. "In military terms, a team can decide how to take the hill, but a leader has to decide which hill to take."

At Home: It's really easy to bring your work brain home with you. Getting dinner on the table is suddenly the same as pestering your team to deliver their weekly reports. Your kid setting the table is different from an employee sending you a time sheet. "Once you cross the door and walk into your house, it's time to switch to what author Jim Collins calls "legislative leadership," says Phil. "Legislative leadership is still leader driven, but it's softer, more open to opposing ideas, and works because of consensus, not command. From a productivity standpoint, home and family aren't about to-do lists, they're about relationships."



Personal Time: Some people like to be really productive with their personal time, volunteering in the community, writing books, knitting clothes, or taking classes. Others want personal time to be for relaxing. And some feel they have no personal time, constantly shuttling kids to activities or coaching the little league team. Either way, there's another shift in mindset here required to accomplish any goal. You have to be purposeful in what you want to accomplish, and that also means getting the tools you need. "If you're on the go, this is where mobile technology can make a significant difference, because adaptability doesn't mean inability," says Phil. Your phone can keep you connected or allow you to multitask. Or no phone at all can help you relax.

You can be productive, but to accomplish everything from work tasks to relaxing, you have to change your mindset. Doing so requires flexibility, something you demonstrate every day. This is incredibly important in today's shifting world. "The folks at **Change Anything** tell us that 83% of employees have been passed over for a promotion because management felt they can't make the necessary changes to move to the next level in their career," said Phil. Change is good for you, so take these tips to start shifting your mindset.

Courtesy of Emily Jasper, *From the Gen Y Perspective*

Have a Safe and Happy Halloween.

To receive your newsletter electronically please email amanda@chevronconstruction.com



Fall 2012

with Chevron Construction Services Ltd.

Rotary Park Revitalization

Rotary Park, which is located on the west end of King Street in Brockville, has started to undergo a total transformation. Saturday, August 18th marked the official opening of phase 1 of the revitalized park. Chevron Construction constructed the building that houses the two washroom/change rooms and the mechanical room. They also completed the brickwork in front of the new building. This phase also included a new splashpad and landscaping.

More photos of the grand opening on next page.



Left: Splash Pad and new building at Grand Opening. Right: Before photo.



Scan this barcode with your smartphone to visit our website!



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Rotary Park Cont'd



Maynard VanderVelde and Amanda Hogan presenting a donation on behalf of Chevron Construction Services Ltd.



Bob Castle, President of the Rotary Club of The1000 Islands.



Mayor David Henderson.



Ribbon Cutting.

What's so funny?



What's been said?

"Deep into the darkness peering,
long I stood there wondering, fearing,
Doubting, dreaming dreams no mortal
ever dared to dream before."

-Edgar Allan Poe, *The Raven*



Test your "smarts"

1) In the television special, "It's The Great Pumpkin, Charlie Brown", who does Snoopy battle?

- a) Vulture
- b) Red Baron
- c) Woodstock
- d) Great Pumpkin

2) Who was the author of the poem "The Witches Spell", a fun and popular Halloween poem?

- a) Walt Whitman
- b) Robert Frost
- c) Edgar Allan Poe
- d) William Shakespeare

3) Eddie Munster is a character on the television series "The Munsters". What interesting Halloween character does he represent?

- a) Warlock
- b) Quasimodo
- c) Werewolf
- d) Gargoyle

4) The "Monster Mash" by Bobby "Boris" Pickett was released in 1962. What was the name of the vocal group which was about to arrive, at this event, in the song?

- a) "The Beastie Boys"
- b) "The Transylvania Twist"
- c) "The Graveyard Ghouls"
- d) "The Crypt-Kicker Five"

5) In "Garfield's Halloween Adventure" what does Garfield disguise himself as in costume?

- a) Clown
- b) Pirate
- c) Dracula
- d) Zorro

For the answers please visit:
www.chevronconstruction.com



Safety First

Slips, Trips and Falls

Slips, trips and falls are among the major causes of fall injuries in the workplace. Without proper prevention procedures, protecting workers from falls can be a slippery slope.

Some useful tips to prevent slips and trips in the workplace:

- Properly mark and clean all floor spills and debris immediately.
- Keep walkways free of clutter and other obstacles that can cause trips.
- Make sure mats, rugs and carpets are securely fastened to the floor.
- Cover cables and wires that run across walkways.
- Keep work areas and walkways well-lit, and replace faulty light bulbs and switches, if necessary.
- For workplaces with greater slip hazards (work areas that are constantly wet and/or oily), consider installing or modifying walk surfaces to reduce the likelihood of slips and falls.
- Use the right personal protective equipment for the worker and the job. Properly fitted slip-resistant footwear must be worn at all times for workplaces that are constantly wet and slippery, and for outdoor workers.

Courtesy of Canadian Occupational Safety

Dundas Power



Chevron Construction has been awarded the contract to construct a new maintenance shop for Dundas Power in Chesterville. The 60'x80' structure will be a Steelway Pre-Engineered Steel Building with an RTL-24 standing seam steel roof. It will also have a 20'x27' mezzanine.