

10 Powerful Goal-Setting Steps

From: About.com



Goal setting is an important part of starting and owning a business. Without business goals, you may find that your business is lacking direction. Your business goals can keep you focused on where you want to be, while helping you create a plan for getting there.

Here are 10 powerful goal-setting steps that will help you achieve even your most ambitious business goals:

Break it Down - Break down your goals. Business goals are often long-term and developing them and achieving them require quite a bit of work, time, and effort. By breaking down your goals into manageable action steps, it is easier to focus on what you need to do right now and not become overwhelmed by the process. Break it down by creating an action plan made up of individual tasks that each include one clearly defined action.

Track your progress - Conducting weekly and/or monthly goal check-ins will help you evaluate what you have accomplished and where you need to focus your attention. It may also be helpful for you to create milestones based on time and progress so you can easily tell if you're on track to reach your goal.

Commit to the Process - Effective goal setting requires a clear idea about what the goal involves, knowledge on what type of effort will be required, and specific reasons why the goal is important to you. It also includes a plan for how you will accomplish each step, and perhaps most importantly, a commitment to seeing the goal through to completion.

Build a Support System - Build a support system by creating a team that can give you daily support. If you are unable to commit to the goal by taking time to develop a plan and scheduling the time to focus on the action steps that will bring you closer to your goal, you will face an unnecessarily difficult challenge. You can learn from the experiences and backgrounds of your team, they will motivate you when you face challenges, hold you accountable to your goals and provide a perspective that's different from your own, and help you celebrate your successes.

Stay Flexible - Very few things happen exactly as we anticipate, in business and in life. It's vital to be able to adjust to changes and modify your plan as necessary without losing momentum. Avoid rigidity and narrow-minded thinking.

Keep Your Eye on the Prize - When you're working toward a long-term or ambitious goal, it's important to break it down into small and manageable steps that you can tackle every day. Take it one step at a time and make sure you are clear on what you are working toward. Big picture thinking is an effective way to stay motivated and focused. Take some time to envision what it will look like and feel like when you've reached your goal. Then, return to that vision during the process to remind yourself why this goal is so important to you.

Accept Imperfection - A challenge with goal-setting for many of us is the desire to do everything correctly each step of the way. Sometimes, this idea of perfection and the fear of failure holds us back and prevents us from making progress. When it comes to goals, forward-moving progress often trumps mistakes, so it can be more important to keep the process moving than to wait until the situation is perfect in order to proceed. It's also important to consider that mistakes provide a powerful learning experience; a misstep can open your eyes to new ideas and approaches that you may not otherwise see.

Don't Stop Moving - We've outlined the importance of being able to change directions and accept imperfection. In these situations, and during your everyday process, it's important to keep moving forward, even when the situation is not what you expect it to be.

Think Positively - Being confident in your ability to achieve your goal can play a significant role in your success. You have to believe in yourself if you are going to achieve your goal. Thinking positively, encouraging yourself, and being encouraged by your support team is critical. Positive thoughts can often carry you through tough challenges, unexpected changes, and other tests of your will.

Celebrate Your Successes - It's important to celebrate your successes throughout your goal setting and achievement process, even the small wins. By celebrating, you are taking time to recognize the effort that went into your achievement, while motivating yourself to keep pushing through to the next step of your goal.

**Welcome,
Recently
Certified DBEs!**

Big Sky Inspiration
Becky Simon
Product Development

Coover Clark &
Associates Inc
Stefanie Cerko
Architectural Design

Schulz Brothers LLC
Brian Schulz
Business Management



INROADS

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

Proposed for letting January 2011

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
7469 000	IM 90-5(71)274	2	THREE FORKS-WEST	RESURFACING – SEAL AND COVER	4.4
7014 000	IM 90-9(110)532	5	LODGE GRASS – SOUTH	RESURFACING – ASPHALT (THIN LIFT <=60.00MM)(INC SAF IMP)(PAVE PRES)	11.8
4306 000	NH-NHTSA-HSIP 85-1(10)0	2	FOUR CORNERS-NORTH	RECONSTRUCTION-WITH ADDED CAPACITY	3.4
6911 000	STPP-HSIP 19-1(48) 27	1.2	GEORGETOWN-PHILIPSBURG	RESURFACING-SEAL AND COVER	11.7
7733 000	STPP 14-5(32)165	5	W ROUNDUP ROCKFALL REPR	RECONSTRUCTION-W/O ADDED CAPACITY	
7371 000	STPS 23(22)	5	HOBSON SIDEWALKS	BICYCLE & PEDESTRIAN FACILITIES	
6413 000	HSIP 19-2(22)63	1	SF079 APPR RCNST-S OF DRUMMOND	ROADWAY & ROADSIDE SAFETY IMPROVEMENTS	
4790 000	BR 11-1(48)56	2	YELLOWSTONE R-NE OF LIVINGSTON	BRIDGE REPLACEMNT WITH NO ADDED CAPACITY	0.7
1420 000	MT-STPE 8-4(44)78	2	TOWNSEND-SOUTH	RECONSTRUCTION-W/O ADDED CAPACITY	4.1

**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! Tell them to contact Wendy Stewart, DBE Program Manager at 406-444-6337 or westewart@mt.gov for an application packet.

The **Montana Contractors' Association** will hold its annual Convention on January 12 – 13, 2012 at the Big Sky Resort in Big Sky, Montana.

This year's topic will be "Surviving the Recovery: Avoiding a Cash Flow Crisis" with guest speaker Thomas Schleifer, PhD. Dr. Schleifer will recommend "Bullet Proof" survival strategies described as painful, but effective and explains how your business can be structured and organized to endure during a declining market.

This is a great time for you to get to know the primes and network with other contractors.

If you are interested in attending and would like the DBE program to sponsor your registration fees, contact Shannon at 444-7287.

MCA dues for 2012

It's that time of the year to be thinking about renewing your MCA dues. Once again, the DBE program has secured funding to support payment of those dues up to \$1500 per year, per DBE. There are limited funds, so first come, first served.

Shannon will be contacting MCA to get a list of current DBE members and will arrange to pay MCA directly. If you do NOT wish to renew your MCA membership, contact Shannon right away at 444-7287 or shahn@mt.gov so she can remove you from the list.

If you are NOT currently a member and would like to become one, contact Shannon.

DBE participation for MDT Awarded Contracts for September and October:

Prime <i>DBE</i>	Location	Project	DBE Participation
L H C Inc	Reserve Drive South – Kalispell	MT-NH 15(73)	0.00%
Riverside Contracting Inc – Msla	West Idaho St	NH 1-2(158)120	0.00%
SK Construction Inc <i>Arrow Striping</i>	JCT US 2 – North	STPS 325-1(3)0	1.41%
Average Participation			.74%

Would YOU do Business with You?

Do me a favor and get a little interactive here, starting with an old-fashioned pen and paper. Write down three things that you want to be known for. Let me rephrase that, not that you have yet to achieve and you dream of being known for someday (someday you will get that Oscar), but what are three things about you that anyone you could potentially do business with should know.

Now, go Google yourself. Right now. Which, if any, of those three things jump from the screen and says exactly what you want to promote on the first page of Google results. Second page? What are you learning about yourself? Does your online persona match your offline personality? If you came across these same results on someone else, would you want to do business with them?

In the world of small businesses, you are your business. Make sure that when someone is deciding whether or not they want to do business with you they enthusiastically decide YES! Make it easy for them to Google you and see your accomplishments, your business recommendations, your expertise in niche areas, your personal achievements, your community involvement. Make them WANT to do business with YOU!

So how do you do that, how do you develop your online persona to show how great and wonderful you are offline? **The answer starts with social media.**

What is social media?

Social = interacting in an engaging way

Media = forms of presenting a message

Essentially it is using web-based or mobile technology to communicate in an interactive way. It is still marketing and it is still

REAL LIFE.

Forget the fear factor for a minute here and think about the potential for communicating your message to millions of people, in your own words. For, most of the time, free. Yes, I know time is money, but trust me, this is worth your time.

Not sure where to start? I recommend you start with LinkedIn. Think of LinkedIn as your presence at a trade show.

Come prepared with what you want people to know about you professionally, introduce yourself to others and recommend people you enjoy working with to your connections – chances are they will return the favor.



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

Montana Department of Transportation

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Toll Free: (800)883-5811
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TTY: (800)335-7592



Take a class anywhere, any time 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.

Some classes they have available include:

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

Access these and more at:

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

January

Thursday, January 5

Two-Day Grant Proposal Writing Seminar, 01/5-6, Butte, Montana 8:30 AM

Montana Tech of The University of Montana -- Main Hall
Grant Proposal Writing Workshop

Contact Janet Cornish at 723-7993 or at <http://cdsofmontana.com>.

Monday, January 16

ARCHITECTS, ENGINEERS, And DESIGNERS! Revit Training For Professionals , 01/16-20, Missoula, MT 8:00 AM

College of Technology

Revit is the most important evolution of computer aided design since AutoCAD.

Contact: Email Krisztian.Varsa@umontana.edu, or 406-243-7920

Monday, January 23

Find Your Voice Workshop, 1/23/12, Missoula, Montana 5:30 PM - TBA

Full Event Information:

<http://themainthingis.com/workshops.html>

Contact: <http://themainthingis.com/workshops.html>

Saturday, January 28

7th Annual Missoula Businesswomen's Network Women's Symposium. , 1/28, Missoula 8:00 AM Hilton Garden Inn, Missoula - 3720 North Reserve Street Missoula, MT 59808.

Contact: For more information visit <http://www.DiscoverMBN.com>

Joseph Carnevale, a history major at North Carolina State University and part-time construction worker created the "Barrel Monster" (pictured below) as a public art attraction. His work attracted attention from around the country (thanks to social media) when he was arrested and charged with larceny and destruction of property for confiscating the barrels without permission. Carnevale was sentenced to 50 hours of community service for his actions. Hamlin Associates, the construction company whose barrels were used, viewed the attention garnered as positive and may invite Carnevale to rebuild the monster for the company's offices in Climax, N.C., for pay.

