

# CONSTRUCTIVELY SPEAKING

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A QUALITY-ORIENTED DESIGN/BUILD CONTRACTOR

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Pictured above are the exterior and interior views of Midwest Bank of Western Illinois, Galesburg, Illinois.

## Midwest Bank of Western Illinois

*New 8,200-square-foot facility in Galesburg, Illinois*

**F**rye Builders & Associates recently completed a new, full service branch bank for Midwest Bank of Western Illinois. The 8,200-square-foot facility, located in Galesburg, Illinois, includes walk-in, drive-up and ATM facilities on the main level and a finished lower level with a community room. The exterior is brick masonry with an exterior insulation finish system and a 40-year roof system.



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### Surfing the Web?

Don't forget to check out our website at [www.fryebuilders.com](http://www.fryebuilders.com).



*United We Stand*

# Try These Time-Saving Tips

Need to run a tighter ship so you can have a little more leisure time? These days that's a pretty common problem and goal. People work more hours and are spread pretty thin. But don't despair. Here are a few time management tips from Worklifebalance.com's ([www.worklifebalance.com](http://www.worklifebalance.com)) CEO Jim Bird:

- **Use a daily planner.** Electronic or paper, it doesn't matter. Choose one that gives you at least one page per day, and then make sure you always keep it with you. Jot down your commitments as you go.
- **Get rid of your to-do list.** Why? To-do lists often end up being frustrating and futile, something you never quite get to. Instead, take your to-do list before you toss it out and transfer the items to a particular time and day in your daily planner. You'll be amazed at how much your stress level goes down and how much you accomplish when you do this.
- **Set aside a block of time to return phone calls and answer e-mails.** Choosing early morning to do this is often best since the other person will have the rest of the day to respond. Of course, urgent messages and phone calls should be returned in a timely manner.
- **When talking on the phone or in face-to-face conversations, give the other person your full attention.** Don't page through your e-mail in-box or fill out your daily planner when you're talking to someone. Make sure that your communication is clear and focused, which will reduce the need for clarification and other time-wasters in the future. Don't multitask when you deal with people. It never pays off.



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# The Best Leaders Listen

What's the key to good communication? Good listening. And how does someone know if you're a good listener? You have to let them know that they've got your undivided attention, according to Cecil Greg in "Exceeding Expectations" on the Robert Half website (originally appearing in *Contract Management*). Here are some pointers on letting someone know you're with what they're saying:

- Restate key points of the conversation.
- Ask for clarification when necessary.
- Ask questions to enhance your understanding of what the other person needs.
- Make eye contact.
- Reassure the listener that you are getting what he or she is saying.

This method is called reflexive listening, and it should help you express yourself clearly and directly.

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# Pick Your Route

Compare online driving directions from Google, MapQuest and Yahoo! all at the same time on one screen. Log on to [directions.seeaarch.com](http://directions.seeaarch.com) and you can see if routes differ dramatically or if one seems more straightforward.

—from *BottomLine/Personal*

# Where There's A Will...

Will Rogers, who died in a plane crash in 1935, was probably the greatest political sage this country has ever known. Here is some of his wisdom:

- Never slap a man who's chewing tobacco.
- Never kick a cow chip on a hot day.
- There are two theories to arguing with a woman...neither works.
- Never miss a good chance to shut up.
- Always drink upstream from the herd.
- If you find yourself in a hole, stop digging.
- The quickest way to double your money is to fold it and put it back in your pocket.
- There are three kinds of men: The ones who learn by reading. The few who learn by observation. The rest of them have to pee on the electric fence and find out for themselves.
- Good judgment comes from experience, and a lot of that comes from bad judgment.
- If you're ridin' ahead of the herd, take a look back every now and then to make sure it's still there.
- Lettin' the cat outta the bag is a whole lot easier'n puttin' it back.
- After eating an entire bull, a mountain lion felt so good he started roaring. He kept it up until a hunter came along and shot him. The moral: When you're full of bull, keep your mouth shut.

## SPEED BUMP

Dave Coverly



## Trivial Pursuit

- 1) In the karate grading system, what color belt is earned just before black?
  - a) white
  - b) yellow
  - c) blue
  - d) brown
- 2) What plant is the most common cause of hay fever?
  - a) ragweed
  - b) goldenrod
  - c) thistle
  - d) milkweed
- 3) Which of these U.S. presidents was born in Texas?
  - a) Dwight D. Eisenhower
  - b) George W. Bush
  - c) Ronald Reagan
  - d) George H.W. Bush
- 4) Which of the following dog breeds is *not* considered part of the terrier family?
  - a) Miniature Schnauzer
  - b) Beagle
  - c) Airedale
  - d) American Pit Bull
- 5) To save metal for the war effort, Academy Award Oscar statuettes during WWII were made of what material?
  - a) plaster
  - b) wood
  - c) marble
  - d) plastic

—from *mental\_floss*

Answers: 1) d 2) a 3) a 4) b 5) a

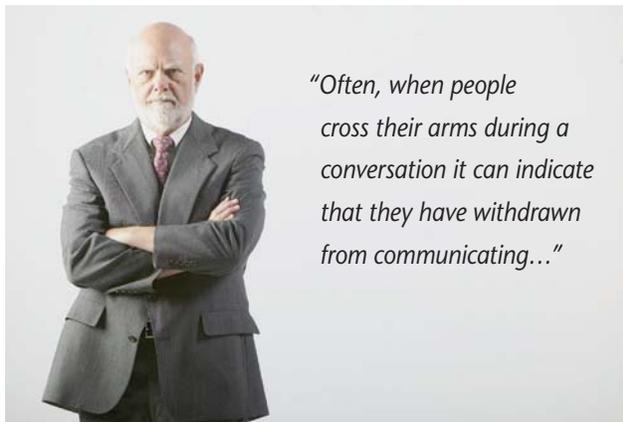
## The Power Of Apology

According to a poll by Zogby International, a market research firm, Americans earning more than \$100,000 a year are nearly twice as likely to apologize after an argument or mistake on the job as those earning \$25,000 or less. Business coach Peter Shaw says he's not surprised by this finding. "This shows that successful people are willing to learn from their mistakes and are keen to mend relationships."

## Watch Your Body Language

Crossing of the arms seems to be a worldwide body language symbol of defensiveness, according to communication and negotiation experts Gerard Nierenberg and Henry Calero ([www.negotiation.com](http://www.negotiation.com)) in *How to Read a Person Like a Book*.

Often, when people cross their arms during a conversation it can indicate that they



*"Often, when people cross their arms during a conversation it can indicate that they have withdrawn from communicating..."*

have withdrawn from communicating and are locked into their position, these body language experts say.

While you can't assume that someone's body language indicates exactly what he or she is thinking, you can use it as a signal to pay attention to your own communication.

When you are engaged in conversation with

someone and they cross their arms, do a mental checklist. Are you communicating in ways that are causing the person to shut down or feel defensive? Be honest with yourself, and do what you can to get the person to relax and open up again. Your goal should be to get the person communicating with you again. Think of the times when you have crossed your arms. When did you do it? Did it mean anything?

## Danger: Don't Walk And Talk

You know that chatting on your cell phone while you drive isn't the safest move you can make (even with a hands-free headset), and now an Ohio State University study says that taking a call while walking can be risky, too. After watching 127 pedestrians, the researchers noted that 48% of cell phone users crossed the street in front of approaching cars; just 25% of those not on the phone did so.

In another experiment, people walking while talking on a cell were less likely to notice random objects in their path (fake vomit, a boot) than those not on the phone.

Being on the phone is distracting, says study author Jack Pasar, PhD, a professor of city planning. "You're not as aware of your environment. You think you can concentrate on multiple things, but even young people can't."

—from *Reader's Digest*

## Who's Your Momma?

If you own a mixed breed dog (aka "mutt"), perhaps you've wondered which of the "Heinz 57 varieties" are part of his make-up. It isn't always easy to tell...until now, that is.

MMI Genomics, Inc. has come out with the Canine Heritage Breed Test, which uses DNA technology developed in mapping the human genome to identify breed characteristics. In other words, by simply providing a swab from Fido's cheek, you can learn if he's descended from any one or more of 38 breeds (eventually to be expanded to as many as 100) currently in the company's testing base.

The cost is \$65, and the results take four to six weeks. Log on to [www.mmigenomics.com](http://www.mmigenomics.com) for more information or to order your test kit.



—from *Bark* magazine



More than 700 of the most successful building contractors comprise the Jack Miller Network.

## Jack Miller Network

Top management of Frye Builders & Associates were in attendance at the Jack Miller Network meeting in January in Orlando, Florida. Frye was represented by company president Mike Frye, vice president of field operations Steve Blaser and chief estimator Wayne Kraft. Each attended a variety of focus groups and roundtable discussions.

The Jack Miller Network, founded in 1987, is comprised of more than 700 of the most successful building contractors in the United States and Canada. Founded and led by Jack Miller, described by a noted construction writer as "the living legend with mud on his boots," the Network brings key personnel from these companies together twice a year to share best practices. The trust and open exchange of information among Jack Miller Network members, which goes on informally throughout the year, has allowed the participants to become among the most profitable, cost-efficient and quality-oriented contractors in the industry.

Frye Builders & Associates has been a member of the Jack Miller Network since 1996.



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## Frye Builders' Current Projects

### Harmony Place

Muscatine, Iowa  
Jeff Frye, Estimator  
James Malcom, Job Superintendent

### AmericInn - Monmouth

Monmouth, Illinois  
Mike Frye, Estimator  
Sam Olson, Job Superintendent

### Eastern Iowa Community Center Blong Technology Center

Davenport, Iowa  
Rex Danner, Estimator  
Steve Adolphson, Job Superintendent

### Mercer County YMCA

Aledo, Illinois  
Steve Blaser, Estimator  
Justin Blaser, Job Superintendent

### Dawson Power Coop

Lexington, Nebraska  
Scott Olson, Estimator  
Derek Welch, Job Superintendent

### Community Bank Office Remodel - Elder Implement Co.

Muscatine, Iowa  
Scott Olson, Estimator  
Gary Swanson, Job Superintendent

### Heinz USA - Warehouse Roof Retrofit

Muscatine, Iowa  
Scott Olson, Estimator  
Gary Swanson, Job Superintendent