

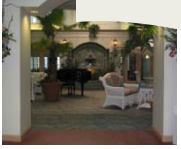


► **EDITOR:** A PERSON EMPLOYED BY A NEWSPAPER, WHOSE BUSINESS IT IS TO SEPARATE THE WHEAT FROM THE CHAFF, AND TO SEE THAT THE CHAFF IS PRINTED. Elbert Hubbard



BIRTHDAYS – MAY!!!

KIT FARLEY – MAY 23RD



► **GREAT TRUTHS THAT LITTLE CHILDREN HAVE LEARNED:**

- ~ No matter how hard you try, you can't baptize cats.
- ~ You can't trust dogs to watch your food.

MAY

2010

Envision *focus*

OUR MISSION is to provide the highest quality electrical engineering services on commercial projects throughout the United States for clients who share our values and work ethic.

OUR GOAL is 100% customer satisfaction by cheerfully completing our work consistently ahead of schedule and eliminating construction change orders.

WE PROMOTE a healthy work environment that provides meaningful benefits to our team members, company, clients, and communities.

How to get back on schedule when you're always running behind

Even the most efficient people frequently feel as if they are constantly running behind schedule. Here's how to overcome the diversions that prevent you from accomplishing as much as you would like to each day. . .

Catch your breath and start to plan. One of the biggest enemies of good time management is poor planning. The more rushed you feel, the less productive you'll be. The more frantic you are, the less decisive you will be. *Helpful:* Go into the office one hour earlier than usual one day a week... or stay one hour later. Spend the time writing down your three most important priorities. Then set deadlines for each of them and create a manageable to-do list that prioritizes the tasks.

Use peak time wisely. Tackle your toughest or least pleasant projects when you are feeling your most productive. The best time of day for most people is early in the morning, when they are least distracted and most motivated. Your hardest tasks should be slotted for the early hours. Once this work is out of the way, you can make better use of the remaining hours of the day.

Know when to run and hide. Sometimes you need absolute silence to concentrate on what needs to get done. Sitting in your office – with the door opened or closed – isn't always the best solution. *Better:*

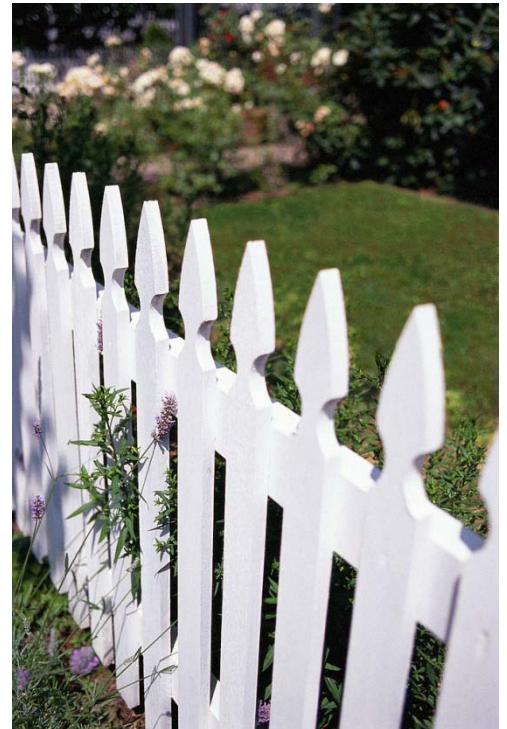
Commandeer an empty conference room or head out to a coffee shop. Distraction-free time – even if it's just 15 minutes to a half-hour – is powerful when used to refocus on what needs to be done.

Just say no – very politely. Interruptions by people who need your help can throw you off track. While you can't stop these requests, they can be controlled. *Helpful:* Learn to deflect assignments when you're too busy. Try saying, "I'm just snowed under right now." If you really can't say no, take on only part of the assignment – and not all of it.

Delegate. Start thinking of the people who work with you – as your helpers. They are there to help you get things done so that you can be efficient and productive. Don't be so obsessed with setting things right that you can't let go of an assignment. Never feel guilty about backing off and using resources to reach your goals at work.

Keep track of interruptions. Some people are overwhelmed when they are at work because subordinates ask them for more guidance than they should. Others spend too much time talking to friends or family members. Some may pay too much attention to the stock market. *Helpful:* Keep a running list of interruptions, the topic and how long you were distracted. Review this list every day to see where you can limit your availability and willingness to give up precious time.

Cut down on business travel. Most business travel is a waste of time. While it is important to travel to make a



presentation or close a deal, many trips aren't as critical as you think. Before you agree to attend a conference or to go out of town to meet with people, ask yourself what you could accomplish if you remained at the office. Unnecessary business travel and "networking" actually make you less efficient and distract you from what's truly important – staff needs and company goals. (by Stephanie Winston, time-management consultant and author of *The Organized Executive: A Program for Productivity*)

**Congratulations
Chad Walker!**

Chad has received the
International Illumination Design Award
for his lighting design of the
Golden Door Spa at Dakota Mountain Lodge





LeGrande Larsen Employee of the Month

LeGrande Larsen has been nominated for Employee of the Month for his steadfast commitment and willingness to give 100% to whatever project he is asked to fulfill, without complaint. LeGrande came to Envision in October of 2009. With over 4 years of electrical design work behind him since receiving his "Engineering Drafting/Design Technologies" degree from Salt Lake Community College, LeGrande believes in *quality* in the providing of information on drawings and in customer support.

LeGrande and his wife Jennifer live in West Valley with their four children; Emilee age 14, Christopher age 10, Colton age 8, and Ethan who is 7 years old. The family has two cats. LeGrande loves to mountain bike in his free time, plays the trombone and loves old black and white movies.

If you were to tune into LeGrande's favorite music station it would be music from the 50s and 80s, his favorite group of all time being the "Monkees." So on that note, as Davy Jones would say...

"I'm a Believer"

LeGrande,
Thanks for all your hard work!



ENVISION
ENGINEERING

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Message from . . . COO

Direction . Then Velocity

With the nature of the economy and market, the need to provide exceptional products and services is more important than ever. In order to capture the fewer jobs that are available, we must shine brighter than our competition. Our projects need to reflect accuracy, professionalism and good judgment. How can we ensure that the product and services that we offer are of the highest caliber... through team work and the collaborative process.

Our company is comprised of many individuals with a myriad of talent, knowledge, skills, and expertise. This wealth of talent and skills can be used to help make our projects the most successful. Even though each team member has a certain role or function to play in the overall big picture, we want to encourage team work and collaboration and move away from the traditional, hierarchical models that deaden the human spirit and creates separation, distrust, and competition. We need to focus on cooperative team performance. Let's cultivate an atmosphere where team members appreciate the diversity of talent.

Collaboration involves actively asking for opinions, options, and the approach others might utilize in solving a particular task or challenge. Mistakes are less likely to occur if there is a healthy discussion during the course of the project. Develop active listening, asking for clarification, and other non-defensive communication skills that make it safe for you and your associates to express needs, be heard and enthusiastically create innovative solutions for each other. It is always a good idea to have multiple eyes and minds reviewing projects in order to catch mistakes that might otherwise slip between the cracks.

Collaboration within the office will clearly make our projects better, and as a side benefit, we may all learn/gain knowledge and become more efficient in solving problems. Collaboration is a training technique and in the process we end up training ourselves.

It takes teamwork to make the dream work!

Thanks.
Dave Whitton

HR MUMBO JUMBO

Amy Banks

As summer approaches, many may be planning their upcoming family outings/vacations to get out in the sun and have some much needed fun. As a reminder, and to start your planning in the right direction, remember to fill out the "time off request form" and ask for time off in advance. If you need help in locating the form, please see Amy Banks.

Also, May is our open enrollment period for health insurance renewal. If you need to change, add, or delete anyone from the plan, this is the time to do so. Quick facts: 1) Envision will remain with Altius as our health care provider. 2) Renewal rates were due to increase by 10%; however, CBQ & Co was able to decrease this to an 8% increase. 3) The new rate increase will begin on June 1, 2010.

"Design Comment"



Bypass/Isolation Switches

Brad Baldouf

The RTS Series of bypass/isolation switches is UL-labeled and listed for 30-cycle closing and withstand ratings based on testing per UL Standard 1008. Available in continuous current rating from 100A to 3,000A, the company says the switches allow downstream overcurrent protective devices to clear a fault before upstream devices. Comprised of an automatic transfer switch with a manual bypass/isolation switch, the product allows the transfer switch to be isolated for inspection, maintenance, repair, or testing. In addition they function as a manually operated backup transfer switch when the unit's automatic transfer switch is disabled or de-energized.

NEW PROJECTS MAY 2010



UTA Trax Welcome Area
SLCIA

SRP Bldg 9 Sorenson
Comm Record Drawings &
Utility Transformer Study
Taylorsville, UT

IRS Svc Center Energy Retrofit
Ogden, UT

The Leonardo Kitchen TI
SLC, UT

Café Rio Addition
Vernal, UT

UTA Transfer Station
North Temple Viaduct
SLC, UT

US/Canada Phased
LDS Meetinghouse
Standard Plan

Hillcrest 7, 9 Wards
HVAC Upgrade
Sandy, UT

Tooele 8, 10 Wards
HVAC Upgrade
Tooele, UT

Tracy Aviary Guest Services
Pavilion Renovation
SLC, UT

Clever Ideas Worth Knowing Eyesight Danger

Sunlights blue wavelengths can contribute to macular degeneration, the main cause of blindness in people older than 55. **Most susceptible:** People with fair skin and light eyes. **Self-defense;** Wear yellow or amber sunglasses (they also block UV rays). **For healthy eyes:** Don't smoke, and avoid secondhand smoke... eat dark green leafy vegetables and foods with omega-3 fatty acids, such as flaxseeds and fish***

What we ARE communicates far more eloquently than anything we SAY or DO. The 7 Habits of Highly Effective