

# Small Business Success

May 2015



Community  
Futures Newsask



## 6 Ways to Stop Yourself from Overworking

Published in cooperation with [Blue Beetle Books](#)

Being an entrepreneur and managing your business is often more than a full time job. Often, small business owners' lives become unbalanced, work takes over everything - it becomes all consuming. In his book *Seven Habits of Highly Effective People*, Stephen Covey says, "The urgent takes over the important."



If you find yourself stressed out, burned out, or worn out, take a moment to assess your total health picture - physical, spiritual, social and psychological.

There is a cost associated with overwork. The trouble is, we usually don't realize how much it will cost until it's too late. Here are a few ways to deal with the strain of overwork.

- 1) **Decide What's Important to You** - is meeting your sales quotas each month really more important than spending time with your family? If it is then you may choose to spend an inordinate amount of time on it. But, if you are like most people, the honest answer would be that your family and your health is more important than the bottom line. So, make the necessary changes in your schedule to incorporate more time with the things that are important to you - and manage your time more effectively on those things that are urgent.
- 2) **Learn to Say No** - people who are successful usually say yes a lot, but people who are both successful and wise, learn when to say no. Adding additional activities to your life may get you ahead faster, but in the big picture of what's important to you, does it matter if it takes a little longer to get there when it means spending more time on what you truly value?
- 3) **Ask for Help** - why do we feel we need to do it all? Probably because most entrepreneurs and small business owners have type A personalities. Asking for help is not a sign of weakness, but

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rather a sign of wisdom and strength. Realize when you've reached your limit and then delegate! Letting others help means you can choose to focus on what's important to you.

- 4) **Simplify Your Life** - the more you have, the more you have to worry about. Routinely get rid of things you don't use and/or don't need. Reduce clutter both at home and at work. Reduce the clutter of commitments. Do you really need to be involved in all those things? Take a deep breath and enjoy the peace of a simplified life and free up time for what's important to you.
- 5) **Remember People** - relationships are more important than any activity. Spend time with the people who mean the most to you. No one at the end of their life has ever said they wished they'd spent more time at the office.
- 6) **Make a Spiritual Connection** - it is proven that spirituality enhances a person's peace of mind, and quality of life. Whatever that means for you, find a way to make a spiritual connection and incorporate those beliefs into your daily life.

## Keeping Your Energy Tank Full

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So there you are in your office at 2:30 pm on Friday afternoon, looking at the clock and wondering whether your team can get through the rest of the day if you knock off a few hours early to get in a round of golf. You've had a hard day. A hard week actually, and you're exhausted. Yet the thought of walking up to that first tee, smelling the grass and driving that ball exhilarates you. Then, you remember the dinner party your partner has planned for that night, and you suddenly feel exhausted again. You don't know how you'll find the energy to get through the evening.



What's just happened? All of us have activities in our lives that give us energy, and other activities that drain us of energy. Many of us are exhausted because we don't realize how much of our days are spent doing things that drain us, and how little time we spend doing things that give us energy.

In order for us to be productive in any area of life, we need to have balance. Given that there will always be things in life (and in business) that drain our energy, it's important for us to make sure we're also adding things to our lives that energize us.

Here are a few questions to get you thinking about what tires you and what energizes you daily.

### Things that drain your energy

- 1) Procrastination.
- 2) Doing things you dread.
- 3) Having people nag you to do things you know you should have already done.
- 4) Boring activities that don't stretch your mind.
- 5) Jobs, duties and people that waste your time.

### Things that give you energy

- 1) Activities you enjoy, ones that when you do them you lose all track of time.

- 2) Activities you still enjoy doing, even when you are feeling tired.
- 3) Activities you choose to do when you are feeling energetic.
- 4) Activities you most enjoy sharing with others.
- 5) Things that give you a great feeling of accomplishment.

Write down all the things you do in a day or a week that drain your energy with a red pen. Then write all the things you do that give you energy with a blue pen. This visual process will show you immediately whether your life is balanced, or whether you're spending most of your time in up or down modes.

Once you realize where your energy gains and drains are, you can start making adjustments to achieve better balance in your life. You'll find your productivity will increase, you'll be more clear-headed, and you'll simply enjoy life more.

## 9 Tips to Help You Get More Done!

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All of us want to be more productive and efficient, but life sometimes has a way of demanding more from us than we feel capable of giving. Stress steals the productivity we desire. If you are experiencing any of the following then stress is stealing your productivity:

- You are procrastinating more than usual.
- You keep losing things and everything is disorganized.
- You have become more ridged and inflexible.
- You are irritable.
- Your usual level of creativity is lacking.
- You are forgetting things.
- You are focusing more on things being perfect that getting them out the door.



See any familiar traits? Is productivity dropping? Try the following and you'll start increasing your personal efficiency.

- 1) **Plan your day the day before** - go into each day knowing what's ahead of you. Thinking about it the night before may even mean solving some problems and making some decisions before you even get to the office
- 2) **Establish your priorities each day** - your 'to do' list should reflect your priorities. Realize you may not get everything done every day, but ensure you get the important things done.
- 3) **Do only one thing at a time** - although multi-tasking seems to be a desirable skill, it is inefficient. Focusing on one thing at a time ensures each job is done most effectively and with the most efficient use of your time.

- 4) **Identify and use your "prime time"** - all of us have a productive "prime" time, and a low "slump" time. Schedule your important high-energy tasks for your productive times of day, and less important low-energy tasks for your slump times.
- 5) **Handle paper only once** - file it, toss it, or deal with it. Handling papers over and over is an inefficient time-waster and an excuse to procrastinate in dealing with something.
- 6) **Plan meeting agendas ahead of time and include ending times** - know before you go in what you want to discuss, and allot a time for each item. This helps you stay on track and makes you aware when discussions are heading off on irrelevant tangents. Whenever possible, make sure your meeting ends when you've scheduled it to. Another trick, which encourages people to turn up on time for meetings (masses of time is wasted achieving nothing while waiting for everyone to arrive) is to set start times at odd times such as 10:20am or 3:50pm. For some reason more people turn up on time when this little trick is used.
- 7) **Screen telephone calls and schedule call-backs** - telephone calls can truly destroy your productivity. Let your voicemail pick up calls when you're concentrating on a task, and then schedule a time to return your calls later.
- 8) **Avoid procrastination** - take a tip from Nike - just do it. Procrastination is an efficiency killer, and adds to the discouragement of feeling like you never get anything done.
- 9) **Delegate generously and effectively** - surround yourself with people who are competent and use their skills wisely. If you have a staff member you trust, send them to a meeting in your place while you do something else. Give away tasks that don't absolutely require your input. Delegating not only increases your daily efficiency, but also empowers your staff and motivates them to do good work on your behalf.

## Cartoon

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"You have seven phone messages telling you to check your e-mail, and thirteen e-mails telling you to answer your phone."

## YBEX 2015

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### 14th ANNUAL YOUTH BUSINESS EXCELLENCE AWARDS 2015

Hosted and partially sponsored by  
**Community Futures Newsask**

**WHAT** YBEX – YOUTH BUSINESS EXCELLENCE AWARDS

**WHEN** Saturday, May 2, 2015

**WHERE** Carrot River Community Hall – Carrot River, SK

**WHY** To recognize and encourage the outstanding achievements of young people in Northeast Saskatchewan and encourage Entrepreneurship as a Career Option. YBEX is a project that engages youth with the community in ways that increase their own self-esteem and level of competency. It showcases what youth have to offer to their communities. Even though some students will not start a business in rural Saskatchewan immediately, some may consider the option after attending post-secondary education and return to the northeast. A hypothetical, academic perspective, combined with local grass-roots insight is a powerful mechanism for creating new businesses and knowledge!

**WHO** Winners are outlined

Community Futures (CF) Newsask hosted their 14th Annual Youth Business Excellence Awards (YBEX) in Northeast Saskatchewan. There were approximately 85 people in attendance for the YBEX Awards Dinner, which was **held May 2, 2014 at the Carrot River Community Hall, Carrot River, SK.**

*Congratulations to the winners and nominees of CF Newsask's 2015 YBEX awards," said Randy Hoback, Member of Parliament for Prince Albert, on behalf of the Honourable Michelle Rempel, Minister of State for Western Economic Diversification. "Government has consistently worked to support Western Canadians in realizing their business ambitions and through our support for Community Futures we are helping to prepare the next generation of business leaders."*

This event has grown significantly over the past fourteen years. Since inception over 612 students from grade six to twelve and youth out of school, under the age of 30 within the Northeast region have participated. **This year there were 33 submissions involving 57 youth.**



Awards were provided for the creation of a business idea and development of a **BUSINESS PLAN**. Submissions clearly described and developed a business idea and demonstrated ingenuity and effort. Cash prizes for first place (\$350.00), second place (\$250.00) and third place (\$150.00) were awarded to both individual and group categories. Cash prizes were also awarded to the school or association equal to half of the prize value of the winning student.

Awards provided for an **OPERATING BUSINESS VENTURE** category clearly evaluated the operations of their

business including problem solving, target setting and goal accomplishment. A cash prize for first place (\$350.00) was awarded to an individual in grades 6-9. Cash prizes were also awarded to the school or association equal to half of the prize value linked to the winning submission.

**Special Achievement** awards were presented to submissions, which demonstrated exceptional effort and outstanding achievement in one or more areas.

Students qualifying for the **five** special achievement awards received a \$50.00 cash award.

**Agricultural Business Awards** sponsored by the Saskatchewan Ministry of Agriculture were chosen for demonstrated effort and outstanding achievement in producing a Business Plan in an Agricultural business or a business with Agricultural Value Added potential. A submission in the Out of School Youth Business Plan Category was awarded \$100, and a submission in the Grade 10 – 12 Business Plan Category was awarded \$100.

**The Newsask Memorial Award** is in memory of past Board Members who are no longer with us but were dedicated to their communities. The criteria for this award is: commitment to community; passion for a chosen field; and quality of work. The recipient receives a \$100.00 cash award.

### CATEGORIES AND WINNERS:

#### Business Plan Award

To compete in this category, applicants created and developed an imaginary business that they would like to own and operate. The business could:

- Sell a product or provide a service that already exists
- Change an existing product or service
- Invent a new product or service

Applicants described their imaginary business, what motivated them to choose their product or service, why their product or service was needed in the community, and described the customers that would support their business. Points were allocated for including monthly and yearly sales and expense estimates, a marketing plan to sell the product or service, and a plan to address any problems that may occur in operating the business. The applicants of the Business Plan Category were judged on the description of their business and customers, their operation/advertising strategy, creativity, business viability, organization, and problem solving skills.



#### • Business Plan Individual Category Winners

##### Grades 6 – 9

- 1<sup>st</sup> place winner** – Clark Aylward, “Clark’s Cool Neck Wraps”, Carrot River Senior/Junior High School
- 2<sup>nd</sup> place winner** – Jelena Mak, “The Garden Nook”, LP Miller Comprehensive High School
- 3<sup>rd</sup> place winner** – Maricar Fuentes, “Shake it Off!”, LP Miller Comprehensive High School

##### Grades 10-12

- 3<sup>rd</sup> place winner** – Jade Gallais, “Infinite Scarfs”, St. Brieux School

- 2<sup>nd</sup> place winner** – Erika Hoehn, “Broadway Dance House”, St. Brieux School
- 1<sup>st</sup> place winner** – Dana Palmer, “Burrow Ave Bistro”, Carrot River Senior/Junior High School

**Out of School Youth, Under 30**

- 1<sup>st</sup> place winner** – Taylor Ellingson, “Taylor’s Café”, Cumberland College, SIAST Business Certificate Program
- 2<sup>nd</sup> place winner** – Misty McLachlan, “McLachlan Farms Inc.”, Cumberland College, SIAST Business Certificate Program
- 3<sup>rd</sup> place winner** – Brittney Ramstead, “Styled Child”, Cumberland College, SIAST Business Certificate Program

- **Business Plan Group Category Winners**

**Grades 6 – 9**

- 1<sup>st</sup> place winner** – Redlyn Sevilla & Marie Banaria, “Bottle of Happiness”, LP Miller Comprehensive High School
- 2<sup>nd</sup> place winner** – Colby Rein & Camren Smith, “C and C Sports”, LP Miller Comprehensive High School
- 3<sup>rd</sup> place winner** – Diana Aquino, Delainey Phillips & Angelica Epine, “A & D, D’s Tees”, LP Miller Comprehensive High School

**Grades 10-12**

- 1<sup>st</sup> place winner** – Luke Holmes & Ty Bergen, “Flipp ‘N’ Repair”, Carrot River Senior/Junior High School
- 2<sup>nd</sup> place winner** – Bryce McCrea & Levi Skalicky, “Bainbridge Outfitters”, Carrot River Senior/Junior High School
- 3<sup>rd</sup> place winner** – Austin Merrett & Will Wiens, “Unity”, Carrot River Senior/Junior High School

**Out of School Youth, Under 30**

- 1<sup>st</sup> place winner** – Tanice Blaski, Jocelyn Berting & Jessica Janzen, “JTJ Western Wear”, Cumberland College, SIAST Business Certificate Program

- **Business Venture Individual Category Winner**

- 1<sup>st</sup> place winner** – Caleb Funkner, “CJ’s Ice Cream Shack”, Homeschool in Aylsham, SK
- 2<sup>nd</sup> place winner** – Brent Fagnov, “Breina Docks”, St. Brieux School
- 3<sup>rd</sup> place winner** – Jenna Eisner, “Art by Jenna”, St. Brieux School

- **Business Venture Group Category Winner**

- 1<sup>st</sup> place winner** – Cassidy Miller and Erika Schapansky, “Ash n’ Cass Bracelets”, Carrot River Senior/Junior High School

**SPECIAL ACHEIVEMENT AWARDS**

**Special achievement awards were presented to those submissions that demonstrated exceptional effort and outstanding achievement in one or more areas. Students qualifying for the three special achievement awards received a \$50.00 cash award.**

**1<sup>st</sup> Special Achievement** – Dana Palmer, “Burrow Ave Bistro”, Carrot River Senior/Junior High School



**2<sup>nd</sup> Special Achievement** – Caleb Funkner, ‘CJ’s Ice Cream Shack”, Homeschool in Aylsham, SK

**3<sup>rd</sup> Special Achievement** – Diana Aquino, Delainey Phillips, and Angelic Epine, “A & D, D’s Tees”, LP Miller Comprehensive High School

**4<sup>th</sup> Special Achievement** – Clark Aylward, “Clark’s Cool Neck Wraps”, Carrot River Senior/Junior High School

**5<sup>th</sup> Special Achievement** – Cassidy Miller and Erika Schapansky, “Ash n’ Cass Bracelets”, Carrot River Senior/Junior High School

**Agricultural Business Award**

**Business Plan Out of School Youth, Under 30**

– Misty McLachlan, “McLachlan Farms Inc.”, Cumberland College, SIAST Business Certificate Program

**Business Plan Grades 10 – 12**

– Timothy Fagnou & Sean Cipywnyk, “Sucus”, St. Brieux High School

**Newsask Memorial Award**

– Clark Aylward, “Clark’s Cool Neck Wraps”, Carrot River Senior/Junior High School

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PO Box 357 903-99<sup>th</sup> Avenue West Tisdale, Saskatchewan S0E 1T0  
Phone: 306-873-4449 Fax: 306-873-4645 [admin@newsaskcfdc.ca](mailto:admin@newsaskcfdc.ca) [www.newsaskcfdc.ca](http://www.newsaskcfdc.ca)

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