



## T&W Recognizes Employees' Service

**O**n March 15th, T&W Corporation held its first Annual Employee Recognition Banquet at the Indianapolis Zoo Dolphin Pavilion conference room. Employees were warmly welcomed into the red, black and white clad dining room featuring an underwater view of the zoo's dolphin performance pool. Everyone enjoyed time together, away from the office or the job site, mingling and eating a delicious meal prior to the awards ceremony.



T&W staff members were called up individually by Dennis Sheward as he related thoughts of appreciation and brief anecdotes, sometimes sentimental and often humorous. Awards and gifts were given to every employee, whether newly hired or for service to T&W Corporation for more than 20 years. Gifts ranged from coffee mugs to all expense paid vacations.

At the conclusion of the ceremony, T&W owners Dennis, Gary and Steve received a heartfelt standing round of applause from everyone in attendance. This prolonged applause followed one employee's impromptu expression of appreciation to T&W Corporation for the opportunity to be a part of a wonderful organization dedicated to the growth of the individual, who can then better serve T&W clients. The evening was an outstanding experience during which sincere and heartfelt gratitude for service was outwardly expressed.

*T&W owners Dennis Sheward, Steve Shehorn and Gary Brinkoetter flank 20-year T&W veterans Jackie Britton (top photo) and Steve McRoberts (bottom photo). Twenty-Year Award recipients received a crystal-and-piano-finished rosewood engraved award, a leather jacket, and their choice of either a \$1,000 gift card, four days off, or a four-day, three-night, all expense paid vacation for two.*

## T&W Welcomes Two New Project Managers

### **Andrew Huey**

Andrew grew up in the town of Franklin, Indiana. After graduating from high school, he attended IUPUI, where he received a B.S. in Construction Management and an A.S. in Civil Engineering.

Having worked most recently for a local excavation company, Andrew was exposed to various construction management firms while in the office and out in the field. This experience led him to admire T&W's philosophy of putting the client before the bottom line, and that philosophy was ultimately what brought him to T&W. He's looking forward to establishing friendly and honest relationships with T&W's clients.

In his spare time, Andrew enjoys skydiving and, when possible, scuba diving. He recently moved to the southeast side of Franklin Township with his wife, Stephanie, and two dogs, Baxter and Shae.

### **Dean Owens**

Dean Owens was born and raised in Monticello, Indiana, and graduated from Twin Lakes High School

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# 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.



*"To-do lists often end up being frustrating and futile..."*

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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.seearch.com](http://directions.seearch.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

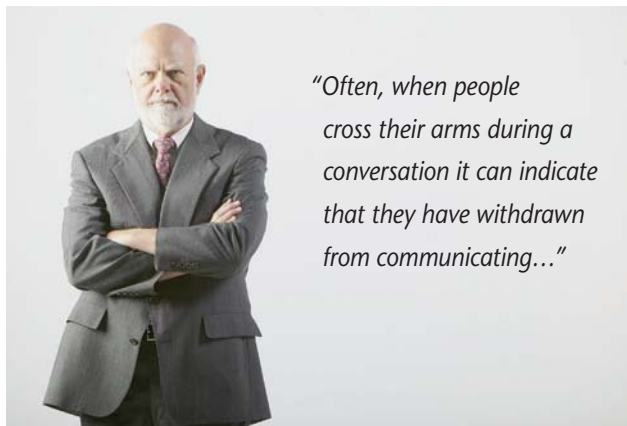
## The Power Of Apology

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

# Project Managers...

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in 1988. He earned his B.S. in Construction Management from Purdue University in 1995 and has been working in the Indianapolis area for the last 13 years.

Dean has previously worked with a handful of other local general contractors. However, he recently noted, "I really feel at home here. The structure, organization and full use of available resources is very impressive. I can feel the sincere dedication to our clients and employees, and have a great sense of pride when I tell someone that I was blessed to find work with T&W Corporation."

Dean has more than 15 years experience in the public and private construction markets. He has managed projects for health care and educational facilities, as well as the retail and food service industries. His most recent experience includes traveling the Midwest, building restaurants for the nation's leading fast food restaurant chain.

Dean has two children: Riley, 11, and Allie, 8. He loves nothing more than spending time with the two of them. His hobbies include boating, wakeboarding, golf and spending time with family and friends.



Andrew Huey



Dean Owens

## Fax Back Information Form

For more information about the services of T&W Corporation or if we can be of assistance to you, **please fax this form to: 317-244-6348.**

My need is:     Immediate     6-12 Months     Long Term  
 Construction Type:     New Building     Renovation     Addition to Existing Building  
 Building Use:     Manufacturing     Warehouse     Office     Church     Commercial     Health Care     Petroleum

Please have someone from T&W call me.

Please send me information on how I can save time and money with Design/Build construction.

Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_



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