

JONES COUNTY JUNIOR COLLEGE
SMALL BUSINESS DEVELOPMENT CENTER
A MEMBER OF THE MISSISSIPPI SMALL BUSINESS
DEVELOPMENT CENTER (MSBDC) NETWORK.
MSBDC has assisted Mississippi businesses since 1981

NEWSLETTER

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Special edition on: There Is Never Enough Time
June 2005 Issue
Director: Greg Butler
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1. Welcome From The Director
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I recently attended our MSBDC Statewide Directors' Meeting. Part of the meeting was dedicated to time management. We had J.D. Frailey, a Sr. Leadership Consultant with Franklin Covey, to help us in this very important area. Time management is an area with which most of us could use a lot of help, especially small business owners and people thinking about starting a small business. As mentioned in this month's article provided to us by Don Fischer, the time required to start and manage a business is too often severely underestimated. The new business owner can be overwhelmed by the demands on his or her time. To help us in this area, Don gives us several tips that we can use to better manage our time.

Don is the Director of the Small Business Development Center at the University of Mississippi.

---Greg Butler

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2. There Is Never Enough Time

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The time required to start and manage a business is too often severely underestimated. The new business owner can be overwhelmed by the demands on his or her time. Commitment, hard work and high energy level may not be enough. Here are a few time management tips that may help:

1. Analyze how your time is now being spent. Make a list of tasks and time demands.
2. Prioritize the tasks that must be managed.
3. Narrow your focus on the top priorities. Do not try to do everything at once.
4. Budget time like you would money. Use a daily planner.
5. Know your limits. Know when to say no.
6. Know what times of the day are your peak energy and performance periods.
7. Make use of uninterrupted time periods; the hours before opening or after closing.
8. Focus on what you do best and delegate other tasks.
9. Stay organized.
10. Do it now.

Finally, do not forget to budget time for yourself. After all, you deserve it.

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3. Quote of the Month
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"Dost thou love life? Then do not squander time; for that's the stuff life is made of."

----Benjamin Franklin

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4. Workshop Schedule
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SO YOU WANT TO START YOUR OWN BUSINESS

- Greg Butler, Presenter

Cost: FREE

Monday, 1:30 - 4:30 p.m.

(JCJC Campus, Forestry and Life Science Building, Room 206)

7/18

8/15

9/19

Tuesday, 9:00 a.m. – 12:00 noon

(Lake Terrace Convention Center, Executive Conference Room)

7/5

8/2

Tuesday, 6:00 p.m. - 9:00 p.m.

(JCJC Campus, Forestry and Life Science Building, Room 206)

7/12

8/9

9/13

Tuesday, 6:00 p.m. – 9:00 p.m.

(Lake Terrace Convention Center, Executive Conference Room)

6/28

7/26

8/23

SERVSAFE CERTIFICATION TRAINING

(JCJC Campus, Community Services Building)

-Kathy St. Amant, Presenter

Cost: \$125.00

7/26 – 7/28
9:00am – 4:30pm

8/23 – 8/25
9:00am – 4:30pm

9/26 – 9/30
5:00pm – 9:00pm

To register for any of these workshops, please call us at (601) 477-4235 or e-mail us at sbdc@jcc.edu.

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5. Subscription Management
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6. Contact Information
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Helping to Develop the Pinebelt One Business at a Time!

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