

South Dakota Disadvantaged Business Enterprise

# Newsletter

September 2024



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# Building a Strong Foundation:

## Why Every Business Should Have An Employee Handbook

by Project Solutions Inc. Team

For any small business, effective communication is essential to building a strong, cohesive team. One of the best tools for achieving this is an employee handbook. An employee handbook provides many benefits and is a crucial document in a growing business. Not only is it a tool for setting expectations and establishing policies but also a safeguard against misunderstandings and legal challenges. In this article we'll outline why an employee handbook is important and what key elements it should contain.

### Why is an Employee Handbook Important?



- 1. Clarity and Consistency** - One of the biggest challenges for any business owner is maintaining consistency across all operations, especially when it comes to employee management. Without a formal handbook, rules and expectations can sometimes be conveyed informally or inconsistently. This can lead to confusion, misunderstandings, and even resentment among employees. A well-drafted employee handbook ensures that all employees receive the same information and are all held to the same standards. It eliminates uncertainty by clearly stating company policies, procedures, and expectations. Employees know what is expected of them, and employers have a reliable reference point when dealing with disputes or issues.
- 2. Legal Protection** - Employment laws are complex and ever-changing. Small business owners, who typically wear a lot of different hats may not always be up-to-date on the latest regulations, but can rely on a well drafted employee handbook to ensure that policies are aligned with state and federal laws regarding issues such as harassment, discrimination, and employee rights. By clearly outlining legal policies, such as anti-discrimination and harassment prevention, businesses can protect themselves from potential legal disputes. In case of a lawsuit or complaint, an employee handbook can serve as evidence that the company had procedures in place to comply with employment laws, which can be crucial in a legal defense.
- 3. Setting Expectations and Boundaries** - Employees need to understand not only what is expected of them in terms of performance but also the behavioral norms within the workplace. An employee handbook provides this clarity. It outlines policies regarding punctuality, dress code, and office conduct, creating a professional atmosphere where expectations are clearly communicated. Additionally, the handbook helps set boundaries, especially in areas like social media usage, personal device usage, and professional communications. Without these boundaries, employees might inadvertently engage in behavior that could harm the company's reputation or cause operational inefficiencies.
- 4. Streamlining Onboarding** - When a small business hires a new employee, the onboarding process is critical to ensuring a smooth transition and integration into the company culture. An employee handbook serves as a vital resource during onboarding, providing new hires with a comprehensive overview of the company's policies, procedures, and expectations. It standardizes the process, ensuring that every new employee receives the same information, which promotes fairness and inclusion from the very start.

- 5. Fostering a Positive Company Culture** - The employee handbook is a tool for communicating the company's culture to both current and new employees. The handbook can include the company's mission, core values, and approach to customer service, teamwork, and innovation. This sets the tone for what employees can expect in terms of work-life balance, collaboration, and company values, fostering a positive workplace culture that can contribute to employee retention and satisfaction.

### What Should an Employee Handbook Contain?

Creating an employee handbook can seem daunting but breaking it down into key sections can make the process more manageable. Below are essential elements that should be included in an employee handbook.



#### Company Overview and Mission

Begin the handbook with an introduction to your business. Include your company's history, its mission, vision, and values. This helps employees understand the purpose and direction of the company and how their role fits into the broader picture. A strong mission statement sets the cultural tone and serves as a reminder of the business's core principles and goals.

#### Employment Policies

This section should cover the terms and conditions of employment. Topics might include:

Employment classification (e.g., full-time, part-time, temporary

- Attendance and punctuality policies
- Probationary periods for new employees
- At-will employment status (if applicable)
- Work hours and overtime policies

Clear policies help manage employee expectations and avoid potential disputes over working conditions.

#### Code of Conduct

Employees need to know the behavioral expectations within the workplace. The code of conduct should include:

- Dress code
- Use of company property (e.g., vehicles, technology, equipment)
- Social media usage

A code of conduct also helps outline acceptable communication and interaction, emphasizing respect, professionalism, and team collaboration.

#### Compensation and Benefits

This section covers the company's approach to pay and benefits.

It should include:

- Salary and wage policies
- Overtime eligibility
- Pay periods and methods of payment
- Employee benefits (health insurance, retirement plans, paid time off)

Transparency regarding compensation and benefits fosters trust between the employer and employees.



## Health and Safety Policies

All businesses must prioritize employee health and safety, even if they operate in a low-risk environment. Include policies related to workplace safety, accident reporting, and emergency procedures. Also cover policies on drug testing, smoking, and any other health precautions or procedures.

## Anti-Harassment and Discrimination Policies

To protect your employees and your business, outline strict policies against workplace harassment and discrimination. This section should:

- Define harassment and discrimination, including sexual harassment
- Provide a clear reporting mechanism for complaints
- Affirm your company's commitment to creating a safe and respectful work environment

This not only provides legal protection but also fosters a culture of respect and inclusivity.

## Disciplinary Procedures

Employees should be aware of the consequences for failing to meet expectations or violating company policies.

This section should explain the company's approach to discipline, including:

- Steps in the disciplinary process (e.g., verbal warnings, written warnings, suspension, termination)
- Procedures for handling performance-related issues
- Employee grievance processes

## Leave and Time-Off Policies

A detailed section on leave policies is crucial. It should cover:

- Vacation and holiday policies
- Sick leave and personal leave
- Family and medical leave (including state and federal laws that apply)

Clarifying these policies ensures that employees know their rights and responsibilities regarding time off.



## Technology and Social Media Policy

With the growing role of technology in the workplace, small businesses must have clear policies on the use of computers, phones, and other technology. This section should outline:

- Acceptable use of company-provided technology
- Guidelines for using social media (both personally and professionally)
- Policies on data security and confidentiality

This helps prevent misuse of company resources and protects sensitive business information.

## Acknowledgment of Receipt

At the end of the handbook, include a form for employees to sign, acknowledging that they have received, read, and understood the contents of the handbook. This protects the business by providing proof that employees were informed of the company's policies and expectations.

An employee handbook is an invaluable tool that goes beyond simply stating rules and regulations. It fosters a clear understanding of expectations, protects the business from potential legal issues, and helps create a positive, professional workplace culture. By investing time in creating a comprehensive employee handbook, businesses can improve communication, enhance employee satisfaction, and safeguard future success.

## Upcoming Training & Events

<b>Sept. 24</b>	<b>DBE Training Webinar - Strategic Planning</b> Webinar Tuesday, September 24, 2024 11:00 AM CDT   Free <a href="#">Learn More&gt;</a>	<b>Sept. 26</b>	<b>OSHA Reporting and Recordkeeping - "The Who, What, When, Why, How and Where"</b> Webinar Thursday, September 26, 2024 1:00 PM CDT   Free <a href="#">Learn More&gt;</a>
<b>Sept. 25</b>	<b>Work Smarter, Not Harder: How AI Is Impacting Construction</b> Webinar Wednesday, September 25, 2024 1:00 PM CDT   Free <a href="#">Learn More&gt;</a>	<b>Oct. 1</b>	<b>Unlock the Future of Cybersecurity at the SBA Cyber Summit</b> Webinar Tuesday, October 1, 2024 12:30 PM - 2:00 PM CDT   Free <a href="#">Learn More&gt;</a>
<b>Sept. 26</b>	<b>DBE Training Webinar - Market Analysis</b> Webinar Thursday, September 26, 2024 11:00 AM CDT   Free <a href="#">Learn More&gt;</a>		

## Invitation to Bid

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### Invitation to Bid #1:

**The Office of the State Engineer on behalf of the South Dakota Department of Agriculture and Natural Resources**

Electronic bids will be accepted by the State Engineer on behalf of the South Dakota Department of Agriculture and Natural Resources at <https://www.sd.gov/cs?id=sc cat item&sys id=a5c82c8587989210b81f0f280cbb353d> until **September 24, 2024 at 2:30 PM CT** for the **Dairy Barn, Roof Replacement, South Dakota State Fair, Huron, South Dakota**, OSE# M2325--03X/SWMR.

There will be an on-site Pre-Bid Meeting on **September 12, 2024 at 10:00 AM CT**. All Bidders can meet at Open Class Dairy Barn. This Pre-Bid Meeting is optional but is the Bidders only opportunity to review the site. Campus Contact is Steve Locker, 605-354-5304, [steve.locker@state.sd.us](mailto:steve.locker@state.sd.us). OSE Contact is Brandon Carda, 605-295-1570, [brandon.carda@state.sd.us](mailto:brandon.carda@state.sd.us).

Copies of the Plans and Specifications may be obtained by Bidders at the Office of designArc Group LLC, 434 5th St, Ste 1, Brookings, SD 57706. A/E Contact: Hermela Aboye 605-696-7574, [hermela@designarcgroup.com](mailto:hermela@designarcgroup.com). Anyone requesting, reviewing, or copying Plans and Specifications for this project agrees that they are doing so for the sole purpose of submitting a bid on the project. Bidder further agrees the Plans and Specifications are the sole property of the State.

Each bid in excess of \$100,000.00 must either pre-mail a certified check, cashier's check, or draft in the amount

of 5% of the base bid and all add alternates and drawn on a State or National Bank to the Office of the State Engineer, Joe Foss Building, 523 East Capitol Ave, Pierre, SD 57501-3182, or upload a copy of their 10% bid bond to their electronic bid issued by a surety authorized to do business in the State of South Dakota and made payable to the Bureau of Human Resources and Administration of the State of South Dakota. The BHRA reserves the right to reject any or all bids and to waive any irregularities therein. All active bids can be found here: <https://boa.sd.gov/state-engineer/adv-advertisements.aspxpx>

#### **Office of the State Engineer**

Published twice at the total approximate cost of \_\_\_\_\_.

#### **Invitation to Bid #2:**

#### **The Office of the State Engineer on behalf of the South Dakota Department of Agriculture and Natural Resources**

Electronic bids will be accepted by the State Engineer on behalf of the South Dakota Department of Agriculture and Natural Resources at [https://www.sd.gov/cs?id=sc\\_cat\\_item&sys\\_id=e0f9a40987989210b81f0f280ccb35f4](https://www.sd.gov/cs?id=sc_cat_item&sys_id=e0f9a40987989210b81f0f280ccb35f4) until **September 24, 2024 at 3:30 PM CT** for the Dakota land Museum, Roof Replacement, South Dakota State Fair, Huron, South Dakota, OSE# M2325--02X/SWMR.

There will be an on-site Pre-Bid meeting on **September 12, 2024 at 9:00 AM CT**. All bidders can meet at Dakotaland Museum. This Pre-Bid Meeting is optional but is the Bidders only opportunity to review the site. Campus Contact is Steve Locker, 605-354-5304, [steve.locker@state.sd.us](mailto:steve.locker@state.sd.us). OSE Contact is Brandon Carda, 605-295-1570, [brandon.carda@state.sd.us](mailto:brandon.carda@state.sd.us).

Copies of the Plans and Specifications may be obtained by Bidders at the Office of designArc Group LLC, 434 5th St, Ste 1, Brookings, SD 57706. A/E Contact: Hermela Aboye, 605-696-7574, [hermela@designarcgroup.com](mailto:hermela@designarcgroup.com). Anyone requesting, reviewing, or copying Plans and Specifications for this project agrees that they are doing so for the sole purpose of submitting a bid on the project. Bidder further agrees the Plans and Specifications are the sole property of the State.

Each bid in excess of \$100,000.00 must either pre-mail a certified check, cashier's check, or draft in the amount of 5% of the base bid and all add alternates and drawn on a State or National Bank to the Office of the State Engineer, Joe Foss Building, 523 East Capitol Ave, Pierre, SD 57501-3182, or upload a copy of their 10% bid bond to their electronic bid issued by a surety authorized to do business in the State of South Dakota and made payable to the Bureau of Human Resources and Administration of the State of South Dakota. The BHRA reserves the right to reject any or all bids and to waive any irregularities therein. All active bids can be found here: <https://boa.sd.gov/state-engineer/adv-advertisements.aspxpx>

#### **Office of the State Engineer**

Published twice at the total approximate cost of \_\_\_\_\_.

#### **Invitation to Bid #3:**

#### **The Office of the State Engineer on behalf of the South Dakota Department of Human Services**

Electronic bids will be accepted by the State Engineer on behalf of the South Dakota Department of Human Services at [https://www.sd.gov/cs?id=sc\\_cat\\_item&sys\\_id=f64064f6874c9210b81f0f280ccb356a](https://www.sd.gov/cs?id=sc_cat_item&sys_id=f64064f6874c9210b81f0f280ccb356a) until **September 26, 2024 at 2:30 PM CT** for the **SDDC Campus, Decentralization - Phase Two, South Dakota Developmental Center, Redfield, South Dakota**, OSE# H1125--02X/SWMR.

There will be an on-site pre-bid meeting on **September 12, 2024 at 1:00 PM CT**. All Bidders can meet at the

Physical Plant Conference Room. This Pre-Bid Meeting is optional but is the Bidders only opportunity to review the site. Campus Contact is Shane Wright, 605-472-4451, [shane.wright@state.sd.us](mailto:shane.wright@state.sd.us). OSE Contact is Brandon Carda, 605-295-1570, [brandon.carda@state.sd.us](mailto:brandon.carda@state.sd.us).

Copies of the Plans and Specifications may be obtained by Bidders at the Office of RQE, 2000 N. Kimball Street, Mitchell SD 57301. A/E Contact: Bob Everson, 605-996-7543, [rqe@mitchelltelecom.net](mailto:rqe@mitchelltelecom.net). Anyone requesting, reviewing, or copying Plans and Specifications for this project agrees that they are doing so for the sole purpose of submitting a bid on the project. Bidder further agrees the Plans and Specifications are the sole property of the State.

Each bid in excess of \$100,000.00 must either pre-mail a certified check, cashier's check, or draft in the amount of 5% of the base bid and all add alternates and drawn on a State or National Bank to the Office of the State Engineer, Joe Foss Building, 523 East Capitol Ave, Pierre, SD 57501-3182, or upload a copy of their 10% bid bond to their electronic bid issued by a surety authorized to do business in the State of South Dakota and made payable to the Bureau of Human Resources and Administration of the State of South Dakota. The BHRA reserves the right to reject any or all bids and to waive any irregularities therein. All active bids can be found [here: https://boa.sd.gov/state-engineer/adv-advertisements.aspx](https://boa.sd.gov/state-engineer/adv-advertisements.aspx)

**Office of the State Engineer**

Published twice at the total approximate cost of \_\_\_\_\_.

## Welcome New DBEs!

### Newly Certified Firms:

#### **Dirty Deed Excavation, LLC**

Site preparation

Contact: [dirtydeedexcavation@gmail.com](mailto:dirtydeedexcavation@gmail.com) | (402) 212-0269  
3901 N 161st Ave, Omaha, NE 68116

#### **Gold Buckle Construction, LLC**

Excavation, culvert installation, RCP, CMP, & precast box culverts, and drain tile installation.

Contact: [goldbuckleconstruction21@gmail.com](mailto:goldbuckleconstruction21@gmail.com) | (605) 867-1252  
23326 475th Ave, Egan, SD 57024

#### **J&L Steel Erectors, LLC**

Structural steel erection, reinforcing steel installation, precast concrete beams, caissons, ornamental rail post-tension material.

Contact: [bids@jlsteel.us](mailto:bids@jlsteel.us) | (612) 927-2202  
12467 Boone Ave, Suite 2, Savage, MN 55378

#### **Willamette Technical Fabricators, LLC**

Manufacturer - Fabricated structural metal (lift span bridges, bascule bridges, tainter gates, etc.)

Contact: [keith.chapman@wtflc.com](mailto:keith.chapman@wtflc.com) | (503) 719-0790  
8444 NW St. Helen Rd., Portland, OR, 97231

# Primes Seeking DBEs

**RCS CONSTRUCTION, INC.** requests bids from qualified Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE), as well as all other subcontractors and suppliers for various items of materials/construction for the **PCHRC Jackson Heights Apartments - Office Remodel, Rapid City, SD, to be let October 1, 2024, at 2:00 PM MDT.**

Please send, email or call bids to

**RCS Construction, Inc.**

P.O. Box 9337  
Rapid City, SD 57709  
Phone (605) 342-3787 Fax (605) 348-4041  
or Email [grant@rcsconst.com](mailto:grant@rcsconst.com).



RCS Construction, Inc. is an Equal Opportunity Employer. Contract documents, including Bid Proposal, Drawings and Project Manual, have been placed on file and may be examined and obtained at the office of **Uda Architecture + Design, Inc.**

50 Minnesota St., Suite 1  
Rapid City, South Dakota 57701  
and they may also be obtained at the  
Construction Industry Center – (605) 343-5252.

**ZANDSTRA CONSTRUCTION, INC.** requests bids from qualified Disadvantaged Business Enterprises (DBE), Minority Business Enterprises (MBE), and Woman Business Enterprises (WBE), as well as all other subcontractors and suppliers for various items of materials/construction for the following SD Department of Transportation project to be let **October 2, 2024, at 10:00AM CDT**, at the SD Department of Transportation Office, Pierre, SD.

**Item No. 1: Pennington County, SD Grading, Interim Surfacing, Replace Str (2-13X13 CIP & 12X12 CIP RCBC) US Highway 385**  
**Project No. NH-PH 0385(50)96 (PCN 03VD)**

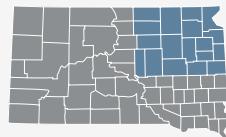


Please send, email or call bids to Zandstra Construction, Inc., P.O. Box 1940, Rapid City, SD 57709, Phone (605) 348-9300, Fax (605) 341-0663 or Email [steve@zandstraconstruction.com](mailto:steve@zandstraconstruction.com).

Zandstra Construction, Inc. is an Equal Opportunity Employer. Bidding package for the work may be obtained at:

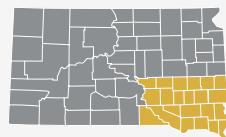
<http://apps.sd.gov/hc65bidletting/ebslettings1.aspx#no-back-button>  
and may also be obtained at the Construction Industry Center – (605) 343-5252.

## Regional Lettings



### Aberdeen Region

None.



### Mitchell Region

None.



### Pierre Region

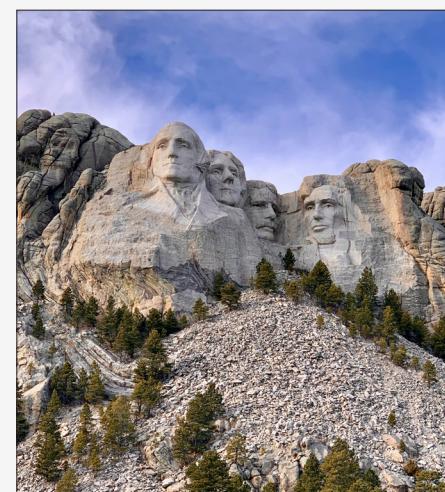
None.



### Rapid City Region

None.

**[For listings please visit the SDDOT website's Regional Lettings here](#)**



# Upcoming Bid Lettings

For October 2, 2024

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1. NH-PH 0385(50)96 (PCN 03VD); Pennington SWPPP = 143.90 AC; Grading, Interim Surfacing, Replace Str (2-13x13 CIP & 12x12 CIP RCBC); US385 - Fm 1.5 N of US16 E to Pactola Dam; US385 - Str 3.6 N of US16 E over Horse Creek
2. NH 0034(201)73 (PCN 06XN); Meade SWPPP = 2.41 AC; Structure (4-12x10 CIP or Precast RCBC) & Approach Grading; SD34 - 7.5 W of Union Center over East Elm Ck
3. EM 0012(206)112, NH 0012(231)132, P 0065(20)232 (PCN 05U5, 067R, 07CC); Corson SWPPP = 1.50 AC; Cold Milling, Asphalt Concrete Resurfacing & Asphalt Concrete Surfacing; US12 - Fm Morristown E 9; US12 - Fm the E SD65 Jct to the start of the PCC E of McIntosh; SD65 - Fm US12 at McIntosh N to the ND State Line
4. NH-CR 0385(65)37, NH-CR 0079(94)59 (PCN 09EX, 09EW); Custer, Fall River; Cold Milling, Asphalt Concrete Resurfacing of Shoulders; US385 - Fm Hot Springs to Wind Cave National Park
5. PH 0010(143) (PCN 05VL); Codington, Grant, Roberts; Durable Pavement Marking; Various locations on the State System in the Aberdeen Region

*Anticipated for October 16, 2024*

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1. 04HQ; Bennett; Signing & Delineation; Various County, City, & Township Roads in Bennett County
2. 08ND; Union; 2021 LFBP Structure (3-9'x9' Precast RCBC) & Approach Grading; Structure 9.5 S & 1.5 E of Alcester on 311th St over E Union Ck SN 64-105-140
3. 05HV, 08EH; Jackson; Grading (1.5M CuYd), Interim Surfacing, Replace Str RCBC (2-11'x9' CIP or Precast RCBC); SD73 - Fm S of the White River to Kadoka; SD248 - Fm SD73 to 13th Ave in Kadoka
4. 08MH; Bon Homme; 2021 LFBP Structure (3-84" RCP) & Approach Grading; Structure 6 N & 3.7 E of Avon on 296th St over a Tributary to Emanuel Ck SN 05-097-050
5. 08N3; Pennington; 2021 LFBP Structure (80' Prestressed Girder Bridge) & Approach Grading; Structure 1.2 W & 0.5 N of Farmingdale on Hammerquist Rd over Rapid Ck SN 52-575-383
6. 09FV; Minnehaha; PCC Shared Use Path (36k SqFt); Sioux Falls - Along E 26th St crossing Veterans Pkwy through an existing underpass
7. 0694; Pennington; Asphalt Concrete Surfacing (34k Tons); US385 - Fm N of Pactola Dam to 4 N of SD44
8. 05Q6; Deuel; Asphalt Concrete Surfacing (70k tons); SD15 - Fm SD28 N to Clear Lake
9. 07YX; Faulk; Cold Milling & Asphalt Concrete Resurfacing (56k Ton); US212 - Fm the Potter/Faulk Co Line to 1 W of Faulkton

# Flexible Resilience: Your Mental Health as a Small Business Owner

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Being a small business owner is a thrilling yet demanding journey, filled with both exhilarating highs and challenging lows. While the entrepreneurial spirit thrives on passion and determination, the relentless pace and multitude of responsibilities can take a toll on mental health. To ensure long-term success and personal well-being, it is crucial for small business owners to prioritize their mental health and adopt strategies that foster resilience and balance.

**1. Acceptance: Embracing Imperfections:** As a small business owner, you are likely to encounter setbacks, mistakes, and unforeseen obstacles. Acceptance, both of yourself and others, is key to maintaining a positive mindset. Acknowledge that imperfections are part of the learning process and allow yourself to learn from them without dwelling on negativity. Extend this acceptance to your team members, recognizing that everyone has their strengths and weaknesses.

**2. Assertiveness: Setting Boundaries and Saying No:** One of the biggest challenges for small business owners is managing time effectively and avoiding burnout. Assertiveness plays a major role in setting healthy boundaries and saying no to requests that overload your schedule or compromise your well-being. Learn to prioritize tasks that align with your business goals and delegate responsibilities whenever possible. Remember, saying no to certain things allows you to say yes to the things that truly matter.

**3. Compassion: Cultivating Empathy and Understanding:** Compassion, both towards yourself and others, is essential for maintaining a healthy work-life balance. Show yourself kindness and understanding when faced

with challenges. Recognize that setbacks are not failures but opportunities for growth. Extend this compassion to your employees, understanding that they may be facing personal struggles outside of work.

**4. Cooperation and Collaboration: Building Strong Partnerships:** Running a small business can often feel like a solitary endeavor. However, cooperation and collaboration can provide invaluable support and resources. Seek out mentors, advisors, or other business owners who can offer guidance and share their experiences. Build strong partnerships with suppliers, vendors, and other stakeholders who share your values and vision.

**5. Creativity: Finding Innovative Solutions:** Creativity is a powerful tool for overcoming challenges and finding innovative solutions. As a small business owner, you are constantly faced with new problems that require creative thinking. Encourage yourself and your team to think outside the box, brainstorm ideas, and experiment with different approaches.

**6. Equality and Respect: Creating a Fair and Inclusive Workplace:** A fair and inclusive workplace is essential for promoting mental well-being among employees. Treat everyone with equality and respect, regardless of their background or position. Encourage diversity and inclusion in your hiring practices.

**7. Flexibility: Adapting to Changing Circumstances:** Small business owners often need to wear many hats and juggle multiple responsibilities. Flexibility is key to adapting to changing circumstances and maintaining a healthy work-life balance. Be willing to adjust your schedule, delegate tasks, and seek help when needed. Remember, it's okay to not have all the answers or be perfect at everything.



**8. Forgiveness: Letting Go of Resentment and Mistakes:** Holding onto resentment or dwelling on past mistakes can weigh heavily on your mental health. Practice forgiveness, both towards yourself and others. Accept that everyone makes mistakes and learn from them. Let go of grudges and focus on moving forward.

**9. Gratitude: Recognizing and Appreciating the Positive:** In the hustle and bustle of running a business, it's easy to lose sight of the positives. Cultivating gratitude involves intentionally acknowledging and appreciating the good things in your life, both big and small. Take a few moments each day to reflect on your accomplishments, the support you receive from others, and the opportunities that come your way. This practice can significantly boost your mood, reduce stress, and enhance overall well-being.

**10. Humility: Embracing Continuous Learning and Growth:** As a small business owner, you are constantly learning and growing. Embrace humility by recognizing that you don't have all the answers and that there is always room for improvement. Seek feedback from others, be open to new ideas, and be willing to admit when you're wrong. This approach fosters a culture of continuous learning and innovation within your business.

**11. Mindfulness: Staying Present and Focused:** Mindfulness involves paying full attention to the present moment without judgment. This practice can help you manage stress, improve focus, and enhance decision-making. Incorporate mindfulness into your daily routine through meditation, deep breathing exercises, or simply taking

a few moments to appreciate your surroundings. By cultivating mindfulness, you can develop a greater sense of calm and clarity in the midst of chaos.

**12. Patience: Navigating Challenges with Grace:** Building a successful business takes time and patience. Don't expect overnight results or instant gratification. Be patient with yourself, your team, and the process of growth. Celebrate small victories along the way, and don't get discouraged by setbacks.

**13. Supportiveness: Fostering a Positive Work Environment:** As a small business owner, you have the power to create a positive and supportive work environment. Encourage open communication, celebrate successes, and offer constructive feedback. Provide opportunities for professional development, recognize individual contributions, and foster a sense of camaraderie among your team. A supportive workplace not only boosts morale but also enhances productivity and employee retention.



**14. Trust: Building Strong Relationships Based on Integrity:** Trust is the glue that holds any successful team together. Build trust with your employees by being reliable, transparent, and consistent in your actions. Follow through on your promises, communicate openly, and admit when you make mistakes. Encourage trust among your team members by fostering collaboration, delegating responsibility, and empowering individuals to take ownership of their work.

By integrating these practices into your entrepreneurial journey, you will be well on your way to fostering a thriving business and maintaining optimal mental well-being. Mental health is not a destination, but rather a lifetime journey. Be kind to yourself, seek support when needed, and prioritize your well-being as you navigate the complex world of small business ownership.

## Did you know?

Your capability statement provides a concise overview of your company's qualifications, experience, and unique strengths, making it easier for contracting officers to assess your business. It also helps establish credibility and differentiates your firm from competitors in a highly competitive market.



Project Solutions, Inc. can help you build, review, or update your capability statement. Contact us today to get FREE assistance! [dbe@projectsolutionsinc.com](mailto:dbe@projectsolutionsinc.com)