

Designed For Value...Built For Life

THE Raymond Report

Winter 2007



Belt Line Retail Buildings I & II

Addison, Texas

Project Team Members

Owner:

Belt Line Realty Partners
Midland, Texas

Architect:

O'Brien & Associates, Inc.
Dallas, Texas

Superintendent:

Jack Fish

Project Manager:

Brandon Fuller

Retail Centers, Too!

For those who live in the Dallas/Ft. Worth Metroplex area, our presence on the "highways and byways" has been increased as a result of our various retail construction projects this year.

This 46,000-square-foot, two-building, tilt-wall shopping center is situated in one of the prime locations in the north Dallas area of Addison, Texas, along heavily traveled Belt Line Road. With beautiful façade and awnings, the property was 80% leased prior to the project's completion.



RAYMOND
CONSTRUCTION INC

DALLAS • AUSTIN • HOUSTON

4407 North Beltwood Pkwy., Suite 106 • Dallas, TX 75244 • www.raymondconstruction.com

Are You Living A Life Of Constant Interruptions?

The answer is likely yes. Do you feel like you're multitasking yourself into chaos? Have you ever wondered if, rather than helping you, your e-mail, voicemail, fax machines and other methods of working in the modern office are really keeping you from getting your work done.



Well, a recent study could be corroborating your suspicions. According to Brian Donnelly of *The Herald* (Scotland), a research report from the University of California at Irvine found that average workers today could only work on something for 11 minutes at a time without interruption. And once the person is interrupted, it takes an average of almost a half hour to get back on track with the original task they were working on. The study, "The Cost of Not Paying Attention," written by Gloria Mark and Victor Gonzalez, found that all of the new technology we've come to rely on for help is in fact increasing stress and causing unprecedented disruption in offices.

The researchers found that interruptions use up an average of 2.1 hours of each working day. Workers were interrupted by phone calls, e-mails, managers and colleagues. Once interrupted, it was hard for some workers to return to the original

task at all during the day. Each worker in the study was found to be working on an average of 12 projects. The study looked at a random sample of 36 office workers' days.

Avoiding Pet Peeves

According to Kathy Albarado, a human resources consultant, personnel staffers spend 15%-20% of their time dealing with employees' pet peeves in the office. To make sure you're not being a drain on resources and morale, see if any of your actions fall into any of these categories taken in a recent survey:

- Loud talkers (this bothers 32% of respondents)
- Allowing cell phones to ring rather than vibrate (30%)
- Using speakerphones in public areas (22%)
- Using PDAs, like Blackberries, during meetings (9%)

Breaking The Logjam

If you're involved in a heated negotiation, and the other party won't budge or compromise, Mark McCormack, author of *What They Didn't Teach You at Harvard Business School*, says it often pays to retreat momentarily rather than to force the issue and risk losing the entire deal. "Tell the other party, 'Clearly, we've reached an impasse. Let's adjourn for a few hours/a day/until next week to give each of us a chance to review the situation and start again.'"

A Sweet Solution

Deborah Frist, a human resources expert, suggests putting a dish of candy on your desk for guests and fellow employees. "Something as seemingly inconsequential as a mid-day visit to grab some candy can really help co-workers get to know each other. It's an easy way to create a sense of bonding with others."



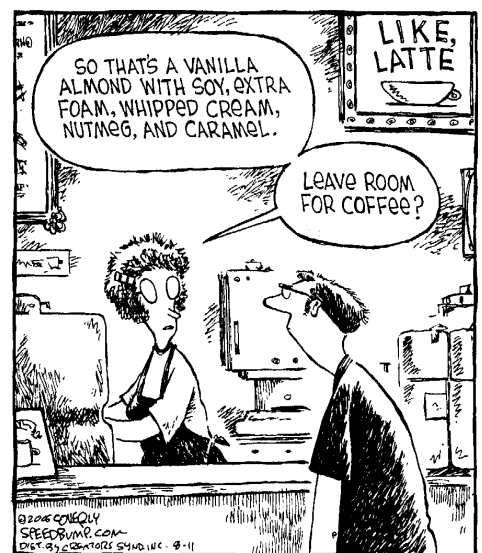
Let it Snow

Here are some snowy facts and figures from the U.S. National Snow and Ice Data Center:

- On average, snow storms occur somewhere in the continental United States on 105 days each year.
- The typical snow storm lasts two to five days and covers several states.
- The average snowfall per day during a snow storm is two inches; in some mountain areas in the West, the average is seven inches.
- Practically every location in the United States has seen snow fall at some time in history, including southern Florida.
- Snow kills hundreds of Americans each year. The primary causes are traffic accidents, overexertion and exposure; but deaths from avalanches have been increasing.

SPEED BUMP

Dave Coverly



You Think You Know It All?

- 1) What U.S. state borders both the Atlantic Ocean and the Gulf of Mexico?
 - a) Georgia
 - b) Florida
 - c) Louisiana
 - d) Alabama
- 2) Which of these is *not* a defunct division of Chrysler?
 - a) Oldsmobile
 - b) Plymouth
 - c) DeSoto
 - d) Eagle
- 3) American infantrymen during what war were referred to as "doughboys"?
 - a) War of 1812
 - b) Spanish-American War
 - c) World War I
 - d) World War II
- 4) What poet wrote, "Good fences make good neighbors"?
 - a) Dylan Thomas
 - b) Sylvia Plath
 - c) Walt Whitman
 - d) Robert Frost
- 5) How many strings are on a typical ukulele?
 - a) four
 - b) five
 - c) six
 - d) seven

—*mental_floss*

ANSWERS: 1) b 2) a (Oldsmobile, though now defunct as well, was a division of General Motors.) 3) c 4) d 5) a

Don't Be Caught Short

Business consultant Marie Hartwell-Walker recommends that people carry at least five business cards. "Just presenting your card to another person demonstrates that you are professional; jotting down your contact information on a piece of scrap paper doesn't convey the same message," she says.



E-mail Editing 101

Before you send out that e-mail or letter, you need to check it to make sure you have everything right. That means that you're going to copy edit your own work. The best way to do that is, if possible, to allow a little lag time between writing your communication and editing it. Then find a quiet place and sit down with a red pen.

Here's a laundry list of things to check for:

- 1) Do you have the client's name or company name spelled correctly? Remember, whoever receives your communication is going to be judging you from what you send.
- 2) Make sure you have everything spelled correctly. Also, be sure you check problem words for "disaster typos." For instance, if you're writing to Bob Jones, public relations director, and you drop the "l" out of the word public...well, you see what we mean.
- 3) Make sure your communication is written in the appropriate tone. Don't use a casual, jokey tone if your subject is serious. Don't use a formal tone for something that should be fun.

After The Beep

Stephanie Calahan, a professional organizer, says it's frustrating for people to have to listen three or four times to the same voicemail message just to get a phone number that someone rattled off in a hurry. "Get in the habit of pausing for a breath between each set of numbers," she says. "For instance, say, 'My number is 309...555...80...12,' and say the last four numbers in pairs. This helps the person writing the number to do it faster and more accurately."

They Can Run, But They Can't Hide

Ever get frustrated at the inability to find a phone number for a large company, especially those that operate exclusively online, like Amazon, eBay, Yahoo, PayPal, etc.? (You can search every page of their website and never find one!) Well, apparently you're not alone—and someone's finally done something to solve the problem.

Take a look at www.hardtofind800numbers.com. The website's motto is: "You keep them in business. Yet they hide from you. Until now." Just log on to the site and you'll find direct lines, mostly toll free, for dozens of companies that would rather you just not call and bother them. To which we say, "Too bad!"



Market Place East Shopping Center

1800 Market Place
Irving, Texas

Project Team Members

Owner:

LBJ Rentals
Dallas, Texas

Architect:

GSO Architects
Dallas, Texas

Superintendent:

Mark Hoeller

Project Manager:

Joe Reeves



Market Place East Shopping Center

Located on one of Dallas' busiest freeways, Highway 635 in Irving, this 16,000-square-foot retail strip center is one of four shopping centers we have built or were in the process of completing in 2006.

The Owners' Corner

Happy New Year!

The entire staff of Raymond Construction hopes you had a safe and happy holiday season and wishes all of you a prosperous 2007. Thanks for your continued support, and know that we remain committed to earning your trust each and every day.

Questions About Raymond Construction?

- In Dallas, contact Charles Raymond at 972/980-4404 or e-mail craymond@raymondconstruction.com
- In Austin, contact Rusty Burnett at 512/335-1130 or e-mail rburnett@raymondconstruction.com
- Regarding BGW church/private school program, call Ken Lee or Charles Raymond at 972/980-4404 or e-mail kenlee@raymondconstruction.com or craymond@raymondconstruction.com

 **RAYMOND**
CONSTRUCTION INC
DALLAS • AUSTIN • HOUSTON
4407 North Beltwood Pkwy., Suite 106
Dallas, TX 75244
www.raymondconstruction.com



Thank you for letting us share
The Raymond Report with you.