

Bovo-Tighe For Business

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BOVO-TIGHE, LLC
CHANGING OUTLOOKS, CHANGING OUTCOMES

When Hiring, Play For All The Marbles

What does the expression "playing for all the marbles" mean to you? Derived from a competitive children's game, the expression typically conjures up images of ongoing preparation and a fierce determination to win.

If you are a business owner or manager with one of the few job openings available in today's job market, then the term "playing for all the marbles" is significant to defining the success of your business. If you are an employer trying to fill a job vacancy, it means ongoing preparation and a fierce determination to hire the best possible talent available.

Today's economic climate of downsizing and bankruptcies has produced a job market with a lot of talented applicants available. The best employers already know that and are taking action.

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Are You Playing For All The Marbles?

Free Tax Guide For Individuals

Are you facing a lot of different tax questions this year? IRS experts have pulled together an overview of common tax issues in one convenient place — *Publication 17, Your Federal Income Tax*. This updated publication, available on the IRS Web site, IRS.gov, contains a vast array of helpful information for individual taxpayers.

From stock sales to student loans, this nearly 300-page publication holds the answers to many of your questions:

- Need help deciphering the mysteries of the Roth IRA? Try Chapter 17 for retirement accounts.
- Do you have a new child in the house? See Chapter 34 for the Child Tax Credit.
- Are you selling stock for the first time? Check Chapter 16 for capital gains. If you're unloading losers, capital losses are there, too.
- Do you need to report the profit on your home sale? See Chapter 15 for some good news. Generally, you only need to report the sale of your home if your gain is more than \$250,000 (\$500,000 if married filing a joint return).

And the best part about Publication 17...It's free. To get a copy, visit the IRS Web site at IRS.gov or call 800-TAX-FORM (800-829-3676).

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Patience and perseverance have a magical effect before which difficulties disappear and obstacles vanish.

– John Quincy Adams

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They prepare to recruit, interview and select new employees as if the life of the company or their career depends on it. They realize that every time there is a reduction in force somewhere, there is the potential to get a Secretariat for the price of a very good show horse.

A client recently asked me to assist him in recruiting and screening prospective



applicants for a human resources position. After a short meeting, I knew he was playing for all the marbles.

We wrote a classified ad that clearly defined the candidate as a generalist with supervisory or managerial skills and experience (in other words, weaklings need not apply). We profiled the position by determining the characteristics of the right candidate and how she or he would function in the company's environment.

The screening process consisted of converting 160 résumés into 12 telephone interviews, which resulted in seven on-site, one-on-one screening interviews. Three of those individuals were chosen to interview with the local management team.

The next step was not selecting the best of the three but determining whether to make an offer or start the process all over again, indicating the employer's true commitment to excellence. As you prepare to fill your next vacancy, how will you recruit the right person? I urge you to prepare to play for all the marbles and be determined to win the best talent for your organization.

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A man is not idle because he is absorbed in thought. There is a visible labor and there is an invisible labor.

— Victor Hugo

On The Lighter Side

A guy is driving around the back woods of Tennessee and he sees a sign in front of a broken down shanty-style house: "Talking Dog for Sale." He rings the bell and the owner appears and tells him the dog is in the backyard.

The guy goes into the backyard and sees a nice looking Labrador Retriever sitting there.

"You talk?" he asks.

"Yep," the Lab replies.

After the guy recovers from the shock of hearing a dog talk, he says "So, what's your story?"



The Lab looks up and says, "Well, I discovered that I could talk when I was pretty young. I wanted to help the government, so I told the CIA. In no time at all they had me jetting from country to country, sitting in rooms with spies and world leaders; because no one figured a dog would be eavesdropping. I was one of their most valuable spies for eight years running, but the jetting around really tired me out and I knew I wasn't getting any younger. So, I decided to settle down. I signed up for a job at the airport to do some undercover security, wandering near suspicious characters and listening in."

"I uncovered some incredible dealings and was awarded a batch of medals. I got married, had a mess of puppies, and now I'm just retired."

The guy is amazed. He goes back in and asks the owner what he wants for the dog.

"Ten dollars," the guy says.

"Ten dollars? This dog is amazing! Why on earth are you selling him so cheap?"

"Because he's a liar. He never did any of that stuff."



Help Feed the Hungry – Click Here: www.thehungersite.com

The Hunger Site was founded to focus on a specific humanitarian need; the eradication of world hunger. The staple food funded by clicks at The Hunger Site is paid for by site sponsors and distributed to those in need by Mercy Corps and America's Second Harvest. Since its launch in June 1999, the Hunger Site has established itself as a leader in online activism, helping to feed the world's hungry and food insecure. On average, over 220,000 individuals from around the world visit the site each day to click the yellow "Help Feed The Hungry" button. Try it out...it's **FREE!**

Register NOW!

Open Enrollment for Bovo-Tighe Leadership Training Courses at Shell Training Center

Want to become the best leader you can be? Are you a new leader or want to become a leader? Bovo-Tighe has helped developed thousands of successful leaders in some of world's most-respected organizations. Now - several of our most-requested courses will be offered for open enrollment in 2007 through the Shell Training Center. These courses are available for NON-Shell as well as Shell employees and Shell contractors. Next available courses are scheduled for April and June. Shell Training Center is located in Robert, LA.

4/17 – Goal Setting and Achieving

4/18 – Life Mastery - Personal Management and Time Management for Results

4/19 – Accelerating Personal Accountability

6/13 – PowerPlay - Accelerating Innovation and Productivity



Visit the following web site for more information and to register:

www.shelltraining.com

Space is limited – register today!

Have a team or work group but can't make the dates listed above? Then contact us about scheduling another date (provided class minimum is met) – Roberta Caron phone 281-356-9001 or E-mail roberta@bovo-tighe.com.

Bovo-Tighe Course Descriptions

Psychology of Achievement – is a powerful, comprehensive, life-changing program about personal effectiveness and productivity. Based on a foundation of self-esteem and self-confidence, this program uses proven methods to equip individuals with the skills, attitudes, and capabilities for peak performance.

Goal Setting and Achieving: Where are you going to go? How do you set-up your own goal-setting process to help you achieve what is most important to you? Most people don't set firm, meaningful goals, so they never know WHERE they are going or HOW they are going to get there. This course helps participants create a simple, practical roadmap that will lead to more success and fulfillment in their careers and throughout their lives.

Accelerating Personal Accountability: Based on the principles espoused in the best-selling book *QBQ!* by John G. Miller – “APA” drives home the importance of personal accountability for business results, teaches techniques to help individuals practice personal accountability in the workplace, and helps managers/ supervisors understand how to lead their team members to become more responsible and self-managing.

Life Mastery – Personal Management and Time Management for Results: Participants are introduced to a new way of approaching time and personal performance. Each student learns how to save time and increase output in every area of life. Particular focus will be dealing with the overflow of information coming from email and electronic devices in the work environment today.

PowerPlay – Accelerating Innovation and Productivity: PowerPlay helps organizations increase productivity through enhanced innovation. For managers and supervisors, it provides a “model for innovation” they can use to help lead and instruct their work teams. For employees, it provides knowledge, skills, and methods they can use every day in their jobs.



ONE MINUTE IDEAS

Atypical Resolutions -

- * STRIVE FOR BETTER BALANCE – Schedule more activities with your family and friends if you spend most of your time at the office.
- * TAKE BETTER CARE OF YOUR MIND – Read a book a month or take a course at a local college. Ask yourself what you would like to learn more about, then take the plunge.
- * SHARE YOUR TALENTS, energy and other resources with volunteer organizations.
- * TRY A NEW FITNESS PROGRAM – Choose something that rewards you with new friends and fun places to explore.
- * TAKE TIME TO APPRECIATE FAMILY, friends and co-workers.
- * TURN CHANGES INTO CHALLENGES and master them with gusto.
- * SEEK PEACE OF MIND and help others do the same.

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Future Insights

Beware of empires. Guard against any manager building a bureaucratic dynasty that gets in your way of performance. Cross-train your people, enable them to work productively together across departmental or functional lines. Stay fluid and flexible.

Emphasize personal and professional growth. Establish and maintain a learning environment. Use education, training, and development to help every worker become more competent, more confident. Link personal and corporate growth objectives to build the congruency that bonds people to your company. When people can meet their personal needs through their employment with you, they'll be more likely to stay.

Show appreciation. Tomorrow's employees, like today's, are hungry for appreciation. Thank your people every day. Be sincere and specific. Train all your managers and supervisors to follow your example, consistently. Seek creative ways to show you care.

Get closer to your people. Develop tighter relationships with your people. Share your visions, your dreams, your needs. Learn how your people feel about these issues, and other things that are important to them. Stimulate and support vigorous open communication.

Stay alert to trends. Study your industry's publications. Scan popular newsmagazines, newspapers, and newsletters. Talk with colleagues, customers, suppliers. Attend an annual meeting if you're really interested in trends and creative ideas.



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Changing Outlooks, Changing Outcomes

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