

The TGIF CHRONICLES

For Friday August 6, 2004

Volume 2 – Issue 26

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1. DISTRIBUTION BUGS!

Last week, when we sent the original mailing of the TGIF, we received almost immediately several emails that they could not open the attachment. We immediately resent the newsletter to everyone again assuming that the attachment would not open. Also some of our readers are receiving two copies of the mailings.

We thought it was us that sent the attachment out wrong but subsequently we have learned that all four of the mailing attachments would open normally. If your email window shows a paper clip, or black square then your system can open our email. If it shows any other icon and you can not open it then ask your "IT" to allow you to open the TGIF Chronicles attachment.

The reason you are receiving two mailings is that you have responded to us in the form of email at some point and because we send the TGIF Chronicles out as a mass mailing it sends out the mailing to both email addresses for you. For example you would be in our address book as Smith, John with a email address of integral@shaw.ca but your systems lists you as John Smith or just integral@shaw.ca it would add John Smith or integral@shaw.ca to our address book because our address book does not show the name that your system has you registered under.

If you are receiving 2 or more copies of our mailings, please let us know how many and we will search out the other email addresses we have for you. Our address book will have you listed as Surname, Given Name, Email Address, and since you are corresponding with us we will correct our address book. Our email address is integral@shaw.ca

All future mailings will be sent as attachments only, thus eliminating the possibility of duplication.

2. STATEMENTS FROM THE CLAIMS FILE

Editors Note: *We give you no other explanation other than --- you figure out what the insured is talking about.*

If you hook a dog leash over a ceiling fan, the motor is not strong enough to rotate a 42 pound boy wearing Batman underwear and a Superman cape. It is strong enough, however, to spread paint on all four walls of a 20 by 20 foot room.

3. THE 10 MOST COMMON QUESTIONS ASKED REGARDING BUILDING APPRAISALS

What makes a building valuable?

- The use and design of the building

How do you determine the buildings value?

- The size and energy the building provides

What do you mean by energy?

- There are 6 services that can produce energy

What are the services?

- Gas, Water, Electricity, Refrigeration, Steam, Air (not in any particular order)

How can you attribute each service to the building value?

- Each service is assessed by its whole contribution to functional use and design of the building.

Can each service be gauged by a factor towards the value of the building?

- Yes, each service can be gauged by quality of the plant providing that service.

What are the qualities?

- Poor, Fair, Average, Good, Very Good, Excellent

What determines these qualities?

- The size and type of plant.

What else contributes to the quality of the building?

- Finishes and Features of the building.

How are they graded?

- The same way the services are.

4. WHY INTEGRAL PROPERTY LOSS SERVICES SPONSORS THIS NEWSLETTER

We feel that Integral's Mission Statement says it all.

MISSION STATEMENT

Integral Property Loss Services is a Professional Organization involved in the practice, study and teaching of Property Restoration. Our principal goals are:

- To always understand and satisfy the needs of the General Insurance Industry, so as to supply it with products and services that will help it to provide an efficient and caring service to it's customers;
- To empower Insurers through information, education, relationships and resources that will enrich their professional development and careers;
- To advance the thought, application and ethical practice of Property Restoration;
- To accept responsibility for the consequences of it's activities; and
- To make every effort to ensure that it's decisions, recommendations and actions function to identify, serve and satisfy all relevant parties.

5. TIME MANAGEMENT

Part 1

MANAGING YOUR TIME

Here is the top 10 Time Tamers in how to become more effective and productive.

Plan Your Day

- Visualize your long-term picture of success and put it in writing. Review your goal frequently. Your goal should be specific, measurable, achievable and compatible with where you are now. There should be an end date as well.
- Try to do your planning at the same time every day. Use this time to review past accomplishments as well as future things to do.
- Use only one planner to keep track of your appointments. Keeping a separate business and personal planner creates confusion.
- Write out a To Do list every day. Include items that can be completed, such as "Prepare exhibits for monthly report", rather than just "Work on report."
- Separate your To Do list into A, B and C priorities. "A" items are important to your long-term success, "B" may be urgent but not as important and "C" is those that would be nice to do if you get the time.
- Start with the A items. Don't work on a C just because it's easy to do. Also, break your A items into small manageable chunks, so they're easy to accomplish.
- Check off items as you complete them to give yourself a sense of accomplishment.
- Block off time in your planner for major activities. This might include a block of time for working alone on major tasks. If someone wants to meet you during that time, say, "I'm sorry, I already have an appointment."
- Don't jam your day full of activities. Leave time for emergencies, special opportunities and thinking time.
- Be your own manager. Ask yourself if you have met your goals, and what changes you plan to make to achieve them.
- Do it now. People will often say, "Call me next week, and we'll book an appointment then." Respond by saying, "Let's save ourselves a call and do it now."
- Always plan time for balance; include family, fitness, and recreation, social and spiritual activities.
- Conduct a time study to see how you're doing and where the opportunities for improvement lie. Many people are only able to spend one quarter of their time on top priority activities. Moving this up to one third of the week means almost 4 more hours per week on key activities.

Stop Procrastinating

- Recognize that procrastination stems from habit. New habits will be needed, and these take time and commitment to develop.

- Procrastination is defined as the intentional and habitual postponement of an important task that should be done now.
- Understand the cause for procrastination, and then develop strategies to fix it.
- Recognize the difference between an appropriate decision to delay, and an irrational postponement without justification.
- Fix procrastination by working on a) tasks and b) your environment:

We leave you with this thought

“Only those who risk going too far will ever know how far they can go.”

Have a great weekend!

Executive Editor Rick Collis
Editor Ron Wilkes
Feature Reporter Robert Eyford
Publisher Integral Property Loss Services

If you have changed your email address or if you wish to be added to this newsletter or removed from this newsletter please email us at integral@shaw.ca

All QUESTIONS, OPINIONS, & ARTICLES WELCOME, please send them to Letters to the Editor at integral@shaw.ca

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<p>Rae-Tech Investigations Ltd.</p> <p>Robert Eyford, CFEI, CCFI, CFII</p> <p>123 McLeod Ave. Spruce Grove, AB T7X 2K6 Ph: 780-910-4424 Fax: 780-960-0418</p> <p>1607 Ernst Rd. Quesnel, BC V2J 6H6 Ph: 250-992-7079 Fax: 250-992-7141</p> <p>FIRE ORIGIN & CAUSE</p>	<p>RON WILKES</p> <p><small>Consultants for the Grimshaw tornado, the Northern Alberta hailstorm, and the Barriere/Kelowna fires in 2003</small></p> <p>INTEGRAL PROPERTY LOSS SERVICES</p> <p>APPRAISERS CONSULTANTS MANAGERS</p> <p>Integral Enterprises Inc. 32150 Eagle Crescent Mission, BC V2V 5C8</p> <p>Office: 604.820.9450 Toll Free: 888.880.2181 Fax: 604.826.9807 Email: integral@shaw.ca</p> <p> ARRN Member</p> <p>BRITISH COLUMBIA ALBERTA SASKATCHEWAN MANITOBA</p>
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