



Montana Department of Transportation
DBE Program
Civil Rights Bureau
P.O. Box 201001
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Tips for Overcoming the Fear of Failure When Running a Business

By [Alyssa Gregory](#), About.com Guide

Running a business isn't easy. You've already started the company and have done your research, testing and exploring before you can take the plunge. When you add the fear of failure to the mix, it's no surprise that many small business owners never grow their business and more importantly, never develop a specialty.

Fear of failure can be paralyzing. It can make you question what you're doing and why you're doing it. Fear can cause you to over plan, and never take the first step. It can eat away at your confidence, and eventually, leave you feeling incapable of taking action.

But fear can also be motivating. When you know what you're reaching for, and are aware of the fear that might hold you back, you can take steps to use the uncertainty and worry to propel yourself forward.

Do Your Research - Fear of failure can often be exacerbated when there is a lengthy list of unknowns. While you can't possibly have *every* piece of relevant information, arming yourself with the most important data and using it to make smarter decisions can help alleviate the fear of failing. Having access to information, and being "in the know" can be empowering.

Create a Solid Plan - Writing a business plan isn't easy, but it is usually well worth the time you put into it. An effective plan can help you take an idea from the earliest stage and create a thriving business. It can act as your roadmap by guiding you through the entire business startup and growth process.

Setting goals can also be an effective way to stick to a plan and eliminate some of the fear. Breaking down your larger goals into small action steps can be effective ways to use planning to reduce the fear of failure.

Identify a Plan B - Some may say that creating a contingency plan sets you up for failure, but in reality, having a fallback plan can make it easier to take a chance. When you have a small business, you are taking a measured risk, and by considering the possible outcomes and planning for them accordingly, you can build confidence and be secure in your decisions.

It's also important to note that your Plan B doesn't have to focus solely on an alternative course that you will take if you are to fail. Your Plan B can be a way for you to consider and plan for alternative paths to your end goal. This can give you flexibility and help you make adjustments to your primary goal as you go through the process.

Consider the Price of Inaction - Envisioning what may happen if you don't take a chance by striving for your goal and having a business can be a powerful motivator. The thought of what it may feel like, now and in the future, to know that you had a dream to have your own business and never took the leap may be enough to push you past the fear.

Get Support - When you do something alone, it's easy to get stuck inside your own head. The uncertainty, questions and fear of failure can be overwhelming when you don't have a support system to join you on your journey. Your support system could be a business partner, spouse, mentor, coach, friend or local networking group. As long as your support system boosts your confidence, helps you think objectively and cheers you on, you can often reduce the fear of failure because you know you are not alone.

Fear is not a bad thing. It can make you work harder, prepare more and enjoy your success fully. If you're starting or currently have a business and feel overcome by a fear of failure, trying letting go and embracing the challenge, and you may be surprised where it takes you.



**Welcome,
Recently
Certified DBEs!**

*Apsaalooke Contracting
Inc*
Sidney Fitzpatrick
Residential, Commercial,
Water/Sewer Intakes,
Demolition

*Plum Property
Management LLC*
Jennifer Plum
Residential Property
Management

*Mitzi Rossillon Consulting
Archaeologist LLC*
Mitzi Rossillon
Archaeology



MONTANA DEPARTMENT OF TRANSPORTATION

MDT holds two bid lettings each month.

Proposed for letting November 2012:

UPN/UNIT	PROJECT ID	FINANCIAL DISTRICT	PROJECT DESIGNATION	TYPE OF CONSTRUCTION	LENGTH MILES
7646 000	IM 90-2(126)110	1	BONNER INT – EAST (I-90)	MINOR REHAB	9.0
7573 000	IM 90-5(73)264	2	MILLIGAN CANYON – E & W	RESURFACING – SEAL & COVER	10.2
6179 002	IM 15-5(118)284	3	D3 CULVERT REHAB I-15	STRUCTURE SAFETY	
7566 000	IM 94-6(54)224	4	HODGES INTERCHANGE - WEST	RESURFACING-ASPHALT(THIN LIFT<=60.00MM)(INC SAF IMP) (PAVE PRES)	7.6
7015 000	IM 90-9(112)544	5	WYOMING LINE-NORTH	RESURFACING-ASPHALT(THIN LIFT<=60.00MM)(INC SAF IMP) (PAVE PRES)	10.9
7578 000	NH 50-2(78)66	2	SPANISH CREEK – N & S	RESURFACING-ASPHALT(THIN LIFT<=60.00MM)(INC SAF IMP) (PAVE PRES)	4.2
7457 000	NH 3-1(34)0	3	VAUGHN – SUN RIVER	RESURFACING-SEAL & COVER	8.2
7462 000	NH 24-4(19)127	3	SIMMS – JCT US 89	RESURFACING-SEAL & COVER	12.1
7459 000	NH 24-3(47)117	3	SIMMS SOUTH	RESURFACING-SEAL & COVER	10.7
7580 000	STPP 84-1(14)0	2	NORRIS-E	RESURFACING-ASPHALT(THIN LIFT<=60.00MM)(INC SAF IMP) (PAVE PRES)	12.3

Now that MDT projects have DBE goals on them, it is very important that DBE's are helping the prime contractors meet the goals and/or the Good Faith Effort (GFE).

Some tips for that: When you receive an email either from this office or the Prime contractor, a fax from the Prime or a phone call from the Prime, please make sure that you respond, whether bidding or not. Primes have to keep track of any contact they have with DBEs so even if you do not want to or cannot bid on a project, please let the prime know. Also, please keep track of when you are contacted by the Prime as this is also needed to prove GFE.



Along with that, please make sure that you have evaluated your work codes and NAICS codes listed on the website at: http://www3.mdt.mt.gov:7782/mttpc/mttpc.tpk0002.contractor_init . If you no longer are capable of performing the work that you have listed, please notify this office immediately as this affects who the prime contractors seek for additional DBE quotes. If you cannot meet the specs of MDT on projects, until you do, you may not be listed on the directory with that work code. It is important that we maintain an accurate list to assist both the DBE's and the Primes on these projects with DBE goals on them.

*Save
The
Date*

*For the first ever...DBE Summit/Networking Event
01/09/13
In Helena*

DBE participation for MDT Awarded Contracts for June and July:

Prime DBE	Location	Project	DBE Participation
Asphalt Surface Technologies Corp <i>Arrow Striping</i>	North of Roundup – N	NH 61-1(16)7	6.93%
Frontier West LLC <i>Gaston Engineering S & K Environmental Rocky Mountain Rebar</i>	Greeley Creek	ER-IM 90-7(100)348	31.4%
Helena Sand & Gravel Inc	Bell Crossing – North & South	STPS 269-1(37)12 STPS 269-1(39)17	0%
Hollow Contracting Inc <i>Highway Specialties</i>	Amherst – Harr to Cont Dr – Butte	STPU 1812(2)	5.8%
Knife River – Belgrade <i>Arrow Striping</i>	Livingston – S	STPP-NH 11-1(69)53 UPP 7406(9)	13.7%
Montana Lines Inc <i>Highway Specialties</i>	10 th Ave S & 2 nd St – GTF	NH 60-2(83)95	11.9%
Nelcon Inc <i>Arrow Striping L & J Construction Group</i>	Stanford – East & West	NH 57-2(28)34	4.9%
Prince Inc <i>Arrow Striping</i>	South of Bloomfield – South	STPS 254-1(26)9	4.5%
Riverside Contracting Inc – Msla <i>Highway Specialties</i>	Loma – Box Elder	NH 10-2(34)52	10.1%
Riverside Contracting Inc – Msla	North of Billings – N Laurel – South	NH 16-1(52)12 NH 4-2(37)53	0%
Riverside Contracting Inc – Msla	Bull Lake – South Libby – NE	STPP 56-1(7)0 CBI 33-1(37)1	0%
Riverside Contracting Inc – Msla <i>Arrow Striping JCT Construction</i>	Sarpy Cr Slide Repair/MT 11-1	ER 384-2(12)36 STPS 384-2(10)31	3.4%
Schellinger Construction Co <i>Highway Specialties</i>	Deep Creek Canyon – East SF 099 S of White Sulpher Springs	STPP 14-1(26)23 HSIP 14-2(31)28	4.6%
Schellinger Construction Co <i>Highway Specialties</i>	N of Three Forks – North	NH 8-4(46)105	1.25%
Schellinger Construction Co	MacDonald Pass – West	NH 8-1(37)23	0%
Schellinger Construction Co <i>L & J Construction Group Arrow Striping Kootenai Surveyors</i>	Three Forks – Urban	STPP-STPE 13-5(8)96	17.7%
Schellinger Construction Co <i>Gaston Engineering Arrow Striping</i>	Kings Hills	STPP 60-1(22)10	3.5%
T & T Contracting Inc	Rostad Ranch Wetland	STPX 0002(749)	0%
Wickens Construction Inc <i>R E Page Construction Yellowstone Environmental Contracting Arrow Striping JCT Construction E Squared Concrete Construction</i>	Ashland – East	NH 37-2(27)63	5.42%
<i>Total Participation</i>			4.30%

MDT Civil Rights Bureau Directory

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New fax number

October

- 10/2-3 Collaborative Leadership for Montana
Connecting Economic Opportunities for
a Viable Future
Yogo Inn, Lewistown
Contact:
<http://www.medamembers.org/MEDAFalIAgenda2012.pdf>
- 10/3 Free Document Shredding
Billings, Wal-Mart (King Ave location)
12 noon – 1:30 pm
*Up to two boxes of documents can be
shredded for FREE
Contact: Terri McCoy 444-2807
- 10/11-12 Compete Smart Montana Manufacturing
Conference
Hilton Garden Inn, Missoula
8 am
Contact: Deborah Nash
dnash@coe.montana.edu



6 Ways to Stay Professional with Business Email

By Alyssa Gregory, About.com Guide

Many small business owners rely on email as a primary mode of business communication. And that's not surprising; email is quick, easy and provides a paper trail. But that doesn't mean that your email messages, especially when it comes to business communication, should be relaxed. In fact, poor email communication can cost you customers while hurting your brand and your reputation.

Sending professional business email comes down to creating habits that focus on clear, succinct and appropriate communication. Here are some reminders about how to use email productively and professionally in your small business.

Use a Business Email Address - When you are a business owner, conducting business on behalf of your company, make sure you are using a business email address. Ideally, that means you have a business address (i.e., yourname@yourbusiness.com) that you use for all business communication. If that's not possible, you can create a free email address that includes your business name (i.e., yourbusinessname@gmail.com). Using a personal email address that is clearly unrelated to your business can, at worst, hurt your professionalism and in many cases you may not be taken seriously.

Keep Messages Short and Sweet - There's nothing wrong with explaining things in great detail; it can provide clarity and reduce misunderstandings. To avoid having your email look like a novel, stick with one subject per email, and when you do need to include more information, use bolded subheads so the most important details are clear.

Use Descriptive Subject Lines - Since you're already keeping each email you write limited to one subject per the tip above, you should also make sure your subject line reflects that topic and nothing else. This will not only help the recipient, but it will also help make it easier for you to manage your mail box.

Tone It Down - If you are sending a message that may be questionable, reread it before sending and if you're still not sure, you're probably better off picking up the phone.

Make Your Email Signature Useful - Your initial email or reply should include an email signature with your full name, company, and URL at a minimum. A phone number, title and restating your e-mail address doesn't hurt either.

Check Your Spelling and Proofread - Spell checking is easy. Make it a default setting in your email client to check all messages before you send them. Email is more informal and there is a little more leniency with spelling and grammatical errors, but it looks awful to send a message riddled with errors. The last thing you want is to make a bad impression because you were rushing to send an email and skipped checking your spelling and grammar.

Email is an important method of communication in business, even if it's not your first preference. Following these business email best practices will help you keep your email communication professional and productive.