

The 'Do Not' List For Time

Time is one of our few non-renewable assets so it's critical to set rules for time management to be able to experience more of what you love and less of what you don't.



photo credit: the AMA

Here are five easy to implement time saving strategies to consider...

1) Do not answer calls from unrecognized phone numbers

Feel free to surprise others, but don't be surprised. It just results in unwanted interruption and poor negotiating position. Let it go to voicemail and respond when you are ready.

2) Do not email first thing in the morning or last thing at night

The former scrambles your priorities for the day and the latter just gives you insomnia. Email can easily wait until after you've completed at least one of your critical to-do items.

3) Do not agree to meetings or calls with no clear agenda or end time

If the desired outcome is defined clearly with a stated objective and agenda listing topics/questions to cover, then your meeting or call will more likely achieve the desired results. Request an agenda in advance so you can prepare and make good use of the time together.

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Did You Know ?

We are the leading local provider of tools and resources for people planning on adding on to, renovating or building a home.

We have several consumer guilds to help you.

One of our recent publications is...

"How to Prepare for Your Design Project"



Down load
it here and
share it with
your
friends.

Archi-fact:

The Pantheon

The Pantheon is to this day the largest unsupported dome in the world. The distance from the floor to the top is the same as it's diameter. It is 46 feet wider than the dome of the US Capital.

The 'Do Not' List For Time

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4) Do not let people ramble

Forget “how’s it going?” when someone calls you. Stick with “what’s up?” or “I’m in the middle of getting something out, but what can I help you with?”

5) Do not check e-mail constantly – “batch” and check at set times only

Focus on the execution of your top to-do’s instead of responding to manufactured emergencies. Set up appointments with yourself to check emails during the day. Two or three times a day is often enough.

6) Do not work more to keep from being overwhelmed, prioritize instead

If you don’t prioritize, everything seems urgent and important. If you define the single most important task for each day, very little else will feel urgent or important. Oftentimes, it’s just a matter of letting a few small bad things happen (return a phone call late and apologize, pay a small late fee, lose an unreasonable customer etc.) to get the big important things done. The solution to feeling overwhelmed is not spinning more plates – doing more – it’s defining the few things that can really fundamentally change your business and life.

It’s hip to focus on getting things done but it’s only possible once we remove the constant distractions. If you have trouble deciding what to do, just focus on eliminating or minimizing things you should not be doing. Different means, same end.

Archi-Quote

“It is always my goal to ‘up the ante’ on good design, and I’ve devoted much of my career to this“

Michael Graves

7.9.1934 to 3.12.2015



Iconic Building of the Month

This month the Iconic Building of the Month is the Pantheon. Built in Rome and finished in approximately 121 AD

Rome is home to many amazing buildings and the Pantheon is no exception. Like the city itself, it was not built in a day. Destroyed twice and rebuilt each time, the building started as a rectangular structure, which over time evolved into the gorgeous dome building seen today.

An inspiration to architects all over the world over the last 2,000 years, the Pantheon’s roof remains the world’s largest unreinforced concrete dome.

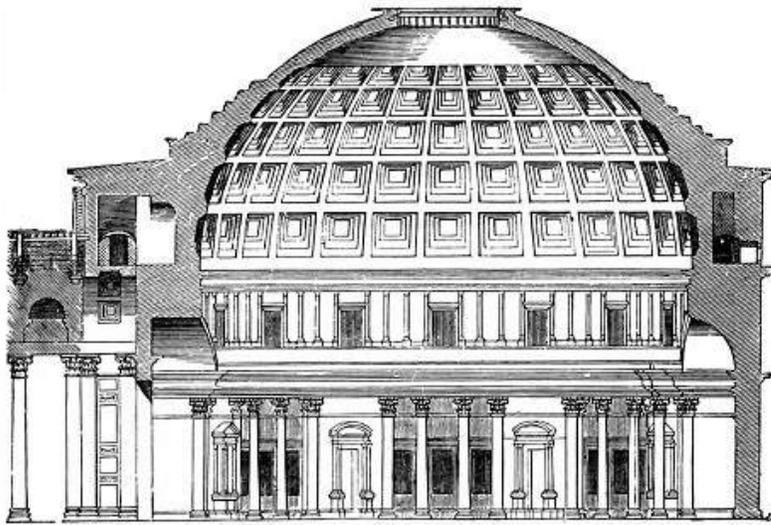


photo credits: The AMA

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Iconic Building of the Month

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There is much debate between historians over which emperor and architects were responsible for the Pantheon's design although it is known that this 'Temple of the Gods' was built around 126 AD.



photo credit: AMA

Archi-Speak

How many megacities can you find?

- Tokyo
- Jakarta
- Seoul
- Delhi
- Shanghai
- Karachi

O Y K O T M Y M K J O B H Z B
 A D A Z R S T A E C E M S K D
 E P R J W E I N I P Q W G S S
 I B A I Y R H M Z A B N B Q P
 Q S C J Y R L O L A X Y N Z C
 X F H W Z A E C U O A D A P U
 U T I I C J D K O Y N B Q D P
 U A T R A K A J E K I H V N X
 Y A S N J Q L O S J A B V N C
 F Z V Y K S F Q U O H S H V Q
 Y Z Y X P A N L K R G O L D E
 D Y K G I W B C A M N I O N B
 O S S O G W V T M Y A O F Q V
 G K M R D Q D M F C H C S Z N
 T L H Y G D U D A M S S M I G

Ask M

In the James Bond books and movies the character "M" heads the Secret British Intelligence Service known as MI 6, of which James Bond is Agent 007.

When contemplating adding on to your home or building, renovating or building a new home or building you should have someone like "M" on your side. Each month the "Ask M" column will answer a reader's question to place more information at your finger tips.

This month's question.

We are not sure if we are allowed to enlarge our house and what parts we should work on. Can an architect help us through the decision process?

Susan Fry.

Susan

We suggest that we prepare a "Needs and Options Review" which will answer your questions. Once completed you can use that information with any architect you choose to continue the project. Of course we would hope you continue with us as your guide and architect through out the process.

Email your questions to info@designMgroup.com, and in the subject line type in "Ask M". We look forward to hearing from you and hope we can answer the questions to everyone's satisfaction.

Want to speak with the Architect

Do you have questions but do not know where to start?

Do you know the legal consequences of starting a project without approvals?

Are you sure you have completed all of the research necessary so as not to waste your money and time during construction?

Are what you think are your NEEDS and OPTIONS truly the best for you and your future?

Does the contractor really have YOUR best interest in mind when suggesting solutions?

Answering these questions and more are the reason for enlisting a Needs and Options Review.

We can help you on your way to a successful project with less hassles and problems.

Visit: www.designMgroup.com

About

Marcus Marino, RA, AIA
President



photo credit: Jenna Glatzer

Marcus Marino, RA, AIA is a leading architect in New York City. He received a Bachelors of Architecture from the prestigious Pratt Institute and a Masters in the Science of Architecture and Urban Design from Columbia University Graduate School of Architecture Planning and Preservation. He received his license to practice architecture in New York State in 1981 and is licensed in a number of other States. Marcus Marino has served on numerous Governmental Panels and serves as an expert consultant to other architectural firms and legal firms. Presently he serves as the Vice President of Public Advocacy of the New York State American Institute of Architects.

Our core beliefs are ...

Architects have a responsibility to our clients, community and the environment.

Architects should help provide information to our fellow world citizens about their homes, offices and the built environment in general.

Your Home should move you emotionally like your favorite song does.



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