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Small Business is Good Business

Advocating, Informing and Promoting Small & Minority Owned Businesses

Happy New Year!

New Year Resolutions to Help Grow Your Business in 2018

Are you setting New Year's resolutions for your business? Improve and grow your business by making one or more of these small business resolutions.



1. Improve your digital presence. Update your website in 2018 and make certain it is mobile friendly.
2. Learn how to manage your cash flow more effectively. According to banking experts, 92% of startups and small businesses fail due to poor cash flow management.
3. Charge what you are worth. Feeling underpaid or undervalued in your business? Consider marketing to a right audience, revise your strategy and raise your rates to reflect your value.
4. Grow your team. If you have more work than you can handle and little time to do it, it is probably a good time to hire employees and delegate tasks.
5. Promote your business regularly and consistently. To attract new customers you have to have promoting your product or service a priority. Create a marketing plan. Try to get press coverage for your business.



Almost always, the creative dedicated minority has made the world better. -
Martin Luther King, Jr.

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OhioMBE welcomes letters to the editor from readers. Typed letters of 200 words or less are preferred; all might be edited. Each letter must include name, home address and daytime phone number. Some letter may appear on our website.

The 912 Group is an Ohio certified Minority Owned and EDGE business. The 912 Group is a certified FBE with the City of Columbus.

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 **You do not find the happy life. You make it. ~**

Camilla Eyring Kimball

government briefs

Ohio MLK Holiday Commission to host celebration on Jan. 11



The 33rd annual Ohio Dr. Martin Luther King, Jr. Commemorative Celebration will be held at noon Thursday, Jan. 11 at Trinity Episcopal Church, 125 E. Broad St., Columbus.

The Ohio Dr. Martin Luther King, Jr. Holiday Commission will present awards to Ohioans for their efforts to advance nonviolent social change.

Speakers will include youth who took first place in their respective age divisions of the 2017 Statewide MLK Oratorical Contest sponsored by the Ohio MLK Holiday Commission.

The event is free and open to the public.

For additional information, visit: www.das.ohio.gov/mlk.

2018's first surplus auction features leaf vacuum, truck cap, cabinet speakers and more

The state's first miscellaneous property auction of 2018, scheduled for Saturday, Jan. 6, will feature numerous unique items including a 16 HP Vanguard leaf vacuum, A.R.E. truck cap and four JBL cabinet speakers.

A wide variety of computer equipment (e.g., laptops, monitors and printers) and electronic appliances (e.g., copiers, digital cameras, DVD players, audio and video equipment and mobile radios) also will be auctioned, as well as an assortment of miscellaneous items.

The auction will be held at the Ohio Department of Administrative Services, General Services Division headquarters, 4200 Surface Road, Columbus, 43228. The doors open at 8 a.m. The auction begins at 9 a.m.

Inventory is subject to prior sale to governmental entities. All inventory will be sold "as-is" with no warranty or guarantee of any kind. Purchased items must be paid for in full the day of the sale. Cash and credit cards (Visa,

Secretary Husted: 2017 Sets Record For New Business Filings In 11 Months

Ohio Secretary of State Jon Husted recently announced that with 8,558 new entities filing to do business in Ohio throughout the month of November – 826 more than in November 2016 – 2017 marks another record-setting year for the number of new business filings with a month still to go. To date, 108,547 new entities have filed to do business this year – exceeding 2016's total by more than 3,500.

"The word is out, we've made it easier than ever to start a business and as a result more and more entrepreneurs are choosing Ohio as the place to set up shop," said Secretary Husted. "Not surprising when you consider all we have done to reduce processing times, cut filings fees, and improve customer service."

Much of this success has been possible because of [Ohio Business Central](http://OhioBusinessCentral.com), the online business filing site founded by Secretary Husted in 2013. Due to the efficiency of Ohio

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publisher's note

Happy 2018

By Ronda Watson Barber
OhioMBE Publisher

Happy 2018! As you reflect on last year and embark on 2018, what are your goals?

How will you grow your business? How will you exercise political power? How will you empower our community?

Last year, the themes of my columns were "Advocate! Resist!" The political and economic climate required us to take action. We still have major work to do. I am hopeful. The resistance has been successful. We can't let up. Black women across the country challenged decision makers and made a difference. Black women are politically a powerful force. Black women have had a higher voter turnout rate than any other race-gender subgroup in the 2008 and 2012 presidential elections.

"Black women have been attempting to save America since the dawn of time," said Democratic strategist Symone D. Sanders in an interview with Newsweek.

In 2017, U.S. Congresswoman Maxine Waters, reclaimed her time and demanded answers regarding the financial actions of the President. U.S. Senator Kamala Harris vigorously and with authority questioned Attorney General Jeff Sessions and Deputy Attorney Rod Rosenstein during Senate intelligence committee hearings on the Russia investigations. U.S. Congresswoman Frederica Wilson stood up and defended fallen hero U.S. Army Sergeant La David Johnson and his family. ESPN Sportscaster Jemele Hill boldly called out the racist actions of Donald Trump. Journalists April Ryan and Joy-Ann Reid routinely ask difficult questions and confronted elected officials.

Black women in Alabama exercised their right to vote and prevented an accused child sexual predator from holding a seat in the U.S. Senate. Tarana Burke started the #MeToo movement 10 years before it became the 2017 mantra of women who were sexually harassed or assaulted.

On the local front, Black women too are making a difference. Nana Watson, president of the Columbus branch of the NAACP, is challenging government and local entities to be more inclusive in hiring Black employees and utilizing Black-owned businesses.

Damita Brown (City of Columbus), Terri Wise (Columbus City Schools), Kiana Simmons (Ohio Department of Rehabilitation and Correction) and Andrea Quinichett (Columbus Metropolitan Housing Authority) are using their talents and voices to improve purchasing opportunities for Black businesses.

Republican Leadership Initiative Training

Kamilah Prince, National Director of African American Engagement for the Republican National Committee will be in Columbus on Saturday, January 20, 2018 at the Ohio Republican Party, 211 S Fifth Street, to host a roundtable discussion on African American engagement in Ohio and provide leadership training.

Republican Leadership Initiative Training is an intensive training program designed to bring volunteers and activists to the next level and to recruit and train the next Republican field operatives. Using state-of-the-art walk application, volunteers and activists will receive advanced training in door-to-door canvassing. Volunteers and activists will become experts in voter registration, volunteer recruitment, data and targeting, as well as social media.

RLI trains volunteers to be the next group of leaders in their communities. Prior to the RLI Training, we will hold a roundtable discussion on African-American engagement in Ohio. The roundtable portion will start at 10:00am. Register at <http://bit.ly/2CrSGOR>



Need to meet your EDGE/MBE or Good Faith Contracting Efforts?

When you need EDGE or MBE participants, The 912 Group and OhioMBE can help.

Place your legal ad or bid notice in OhioMBE and our other media outlets.

news@ohiombe.com | 614-522-9122

We still need to Advocate! Resist! Here's to 2018. May you live your best life and have a positive impact on others.

Just my thoughts...rwb

The Ohio Department of Taxation announced it will be offering a tax amnesty program from Jan. 1 to Feb. 15. The program allows individuals and businesses with unreported or underreported income to come clean with tax liabilities. If consumers and businesses pay all of those delinquent taxes, they will owe no penalty charges and only half of the interest charges they would normally be assessed.

The amnesty program was last offered in 2012.

"The Ohio Tax Amnesty is a tremendous opportunity for eligible taxpayers to address an unreported tax debt and eliminate the financial risk of not complying with the obligation to file and pay taxes," said Ohio Tax Commissioner Joe Testa. "If we all comply with the tax laws, as most Ohio taxpayers do already, we can lower the tax rates for all taxpayers."

This program covers issues such as unfiled returns, unreported income or underreported income.

During the program in 2012, Ohio collected \$30.5 million.

The amnesty program includes the following taxes: individual income tax; school district income tax; employer withholding tax; employer withholding for school district income tax; pass-through entity tax; sales tax; use tax; commercial activity tax; financial institutions tax; cigarette and other tobacco products taxes; and alcoholic beverage taxes.



OhioMBE can announce your next business event, employment notice or news item in an exclusive email blast.

We will also post it on our Facebook and Twitter pages.

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Your success and happiness lies in you. Resolve to keep happy, and your joy and you shall form an invincible host against difficulties. – Helen Keller

Pipe Layer/Laborer



TAM Construction Inc., is accepting applications for Pipe Layer/Laborer and Operator. TAM Construction Inc., is an Equal Opportunity Employer and Drug Free Work Place, women and minorities are encouraged to apply. Apply at 6648 Hudnell Road, Athens, OH 45701 or Tamconstruction@intelliwave.com

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Visit www.OhioMBE.com

Auction from page 2

Discover and MasterCard only) are accepted. Credit and debit cards are charged a 3 percent service fee. Certain methods of payment are subject to IRS regulations. Inventory may be inspected Friday, Jan. 5 from 8 a.m. to 3 p.m. The warehouse is open until 3 p.m. on the day of the auction. All items must be removed by Friday, Jan. 12 at noon. All participants must register at the auction.

For more information, contact Tom Lowery or Mark Young at 614-466-7636 or visit the DAS State and Federal Surplus Services website at ohio.gov/surplus

Filings from page 2

Business Central, three out of every four new businesses are now started online.

From the time Ohio Business Central was launched until the end of November 2017, the Secretary of State's Office has processed 318,071 online filings. In August of this year, Secretary Husted announced that 100 percent of all filings needed to start or maintain a business in Ohio may now be submitted online.

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com



Kokosing Industrial, Inc. is preparing bids for the Heatherdowns Booster Pump Station Upgrade – Phase II in Toledo, Ohio which bids January 9, 2018. We are seeking quotes for any portion of the project listed that you are qualified to perform or provide supplies for which includes the following: Clearing, Trucking, Aggregates, Seeding, Masonry, Misc. Metals, Roofing (Membrane), Painting, Plumbing, HVAC, Electrical, Ready-Mix, and Rebar. Bidding documents can be examined at Kokosing Industrial, Inc., 6235 Westerville Rd., Westerville, OH 43081 or by calling Sonja Nichols at 614-212- 5701. Please have your quote to Kyle Kuhlman by 12:00 PM January 8, 2018: e-mail snichols@kokosing.biz or Fax 614-212- 5711.

"Kokosing Industrial is an equal opportunity employer."



LEGAL NOTICE

OPERATION: FIX IT – ROOF UPGRADES FOR WESTMOOR MIDDLE SCHOOL

Sealed bids for the above-referenced project will be received by the BOARD OF EDUCATION, City School District of Columbus, Ohio, Office of Capital Improvements, 889 E. 17th Ave, Columbus OH 43211, until Friday, January 5, 2018 at 2:00 p.m. More information can be found on the District's web site at <http://www.columbus.k12.oh.us/rfp>. The plans and specifications are on file with Franklin Imaging.



www.OHBDC.org

ohiombe.com



The Mid-Ohio Regional Planning Commission (MORPC) is requesting statements of qualification from interested and qualified firms to provide audio visual services to be completed in 2018 and 2019 for the State of the Region and the Summit on Sustainability. In addition, MORPC will host the MidAmerica Trails & Greenways Conference May 13-16, 2018 at the Hilton Columbus Downtown. The dates for the 2018 event are: State of the Region is on Thursday, April 19, 2018 at the Greater Columbus Convention Center and the Summit on Sustainability will be held on Thursday, October 25, 2018 at the Hilton Columbus Downtown. The 2019 dates are yet to be determined for the State of the Region and the Summit on Sustainability, but will be held around the same time-frame as the 2018 event dates. In addition, the selected audio visual firm will be available to provide audio-visual services for additional MORPC events for 2018 and 2019 as needed.

Three copies of proposals from firms and individuals to provide professional services for audio visual services will be received by MORPC until 5:00 p.m. (EDT), Friday, January 19, 2018.

Submit proposals to:
Mid-Ohio Regional Planning Commission
Amanda McEldowney
Senior Community Outreach Coordinator
111 Liberty Street, Suite 100, Columbus 43215

Questions about the proposal should be submitted via email to Amanda McEldowney at amceldowney@morpc.org. Responses to questions will be posted at www.morpc.org/rfps-rfqs.

View RFP at www.OhioMBE.com/bid-opportunities



www.OhioMBE.com

bid opportunities

To post a bid notice, call 614-522-9122 or email news@ohiombe.com



**COLUMBUS METROPOLITAN
HOUSING AUTHORITY**
COMMUNITY. COMMITMENT. COLLABORATION.

Legal Notice: RFP 2017-009 Relocation Consultant
RAD East

The Columbus Metropolitan Housing Authority is seeking Request for Proposal (RFP) for the procurement of Relocation Consultant RAD East. The response deadline is Wednesday January 10, 2018 at 2:00PM. A pre-proposal conference is scheduled for 2:00PM on Wednesday January 3, 2018 at our corporate office. Specifications may be obtained by visiting our website, www.cmhanet.com or by contacting the Purchasing Department of the Columbus Metropolitan Housing Authority at 880 E. 11th Ave, Columbus, Ohio 43211 or by calling 614-421-4434, 8:00 AM–4:00 PM, Monday – Friday.



REQUEST FOR PROPOSALS

Proposals will be received for the following by Jason Colón at jcolon@akronhousing.org no later than 4:00 p.m. on Tuesday, January 30, 2018.

Request for Proposals (RFP) for a **Comprehensive Software System for the Akron Metropolitan Housing Authority (AMHA)** for a period of three years with successive optional one-year renewals.

Those interested in submitting a proposal for the aforementioned service may obtain the information package (RFP No. 2017-IT001) by contacting the AMHA MIS Department at 330-376-9774 or via email at jcolon@akronhousing.org.

Written questions regarding this RFP will be accepted no later than 1:00 p.m. Friday, January 5, 2018. Send written questions to Jason Colón via e-mail at jcolon@akronhousing.org.

Akron Metropolitan Housing Authority
Anthony W. O'Leary
Executive Director

Columbus City Schools Outreach Office and
Columbus City Schools Purchasing Department

has relocated to
The Facilities Building at

889 East 17th Avenue, Columbus OH 43211

The Purchasing Department can be reached at:

(614) 365-5820

(614) 365-6763 (fax)

The Outreach Services Department can be reached at:

(614) 365-8732

(614) 365-8484 (fax)

Please be aware of this very important change.



Looking for the paper copy of OhioMBE? Not only are we online, you can find OhioMBE at the following locations. OhioMBE is published on the 1st and 15th of each month.

Akron

- Akron Urban League

Canton

- Community Center
- Minority Business Association Center

Cleveland

- Cleveland Urban League

Columbus:

- Driving Park Library
- M & M Chicken
- Livingston Ave. Library
- M.L.K. Library
- Woodland Y.M.C.A.
- Woodland Christian Church
- Mayo's Printing- Bookstore
- Mt. Vernon AME Church
- A Cut Above The Rest Barber Shop
- Creole Kitchen
- Neighborhood House
- OSU Black Extension Center
- Shiloh Baptist Church
- 2nd Baptist Church
- Lincoln Café
- St. Stephen's Community Center
- Bethel AME Church
- Linden Library
- COWIC
- Columbus Board of Education
- Women's Business Center
- Increase CDC
- Mt. Hermon Baptist Church
- Corinthian Missionary Baptist Church
- Mt. Olivet Baptist Church
- Destiny Center
- Columbus Main Library

Dayton

- City of Dayton - Human Relations Commission



*Cheers to a new year
and another chance for
us to get it right. –*

Oprah Winfrey

business resources

Get Ready for Taxes: Filing Electronically a Safe, Easy Way to File

WASHINGTON – The Internal Revenue Service said today that it expects more than 90 percent of all 2017 individual tax returns to be prepared using tax software. The majority of those will be e-filed. Since 1986 when the IRS started accepting electronically filed tax returns, more than 1.8 billion have been securely processed.

The IRS urges taxpayers to wait until they have all the forms and documents needed before preparing a tax return. Most documents arrive before the end of January. This includes Forms W-2 from employers and Forms 1099 from banks and other payers. Those claiming the Premium Tax Credit need Form 1095-A from the Marketplace. Not having all required documents may cause a return to have an error that delays processing and therefore, delays the refund.

Taxpayers have options to prepare and e-file a return:

- IRS Free File, free brand-name software for taxpayers with incomes below \$66,000 (<http://bit.ly/2C4eaMx>)
- Commercial tax preparation software,
- Volunteer Income Tax Assistance and Tax Counseling for the Elderly programs, sites with IRS-certified volunteers (<http://bit.ly/2BPVJXO>), or

- Tax professionals. Tips for choosing a return preparer and details about national tax professional groups are available on [IRS.gov](http://irs.gov).

The IRS2Go Mobile App (<http://bit.ly/2pQwdQC>) can help find free tax preparation assistance, check a refund status and more.

Taxpayers should keep copies of their most recent tax returns. Taxpayers using a software product for the first time may need their Adjusted Gross Income amount from their prior-year return to verify their identity. Taxpayers can learn more about how to verify their identity and electronically sign tax returns at Validating Your Electronically Filed Tax Return.

Faster Refunds with Direct Deposit

Choosing e-file remains the safest way to file an accurate income tax return and combining it with direct deposit [is](#) the fastest way to receive a refund. In 2017, more than 88 million tax refunds worth over \$260 billion were directly deposited into taxpayer's bank accounts.

In 2018, the IRS again expects to issue more than nine out of 10 refunds in less than 21 days. However, by law the IRS cannot issue refunds if the return claims the Earned Income Tax Credit or Additional Child Tax Credit before mid-February. The change applies to the entire refund and helps ensure that taxpayers get the refund they are owed by giving the IRS more time to help

Minority-owned subcontractors starting to take advantage of ECDI's innovative "Capital For Construction" program

Economic & Community Development Institute, in partnership with JPMorgan Chase & Co., recently launched a new program titled "Capital For Construction" that addresses financing gaps minority-owned construction subcontractors face when submitting bids for large-scale construction contracts.



ECDI's Jesse Mark, who has worked within the business-financing sector for 17 years and was recently hired by ECDI to oversee the program, sat down to give us an update on the first six weeks since the program's official launch.

How is the "Capital For Construction" program going so far? What sort of progress have you made since it launched?

To date, \$363,000 has been accessed by minority-owned subcontracting companies through this program. Funding has gone on to support a number of services including final clean, electric, painting, metal framing, landscaping & lawn care, and carpentry. These funds have helped our clients pay for labor and material costs; but we can also provide funding for working capital, equipment financing, and extend clients a line of credit.

Who is the ideal candidate that could take advantage of the financial products offered through the program?

Any MBE certified contractor who is looking to hedge against their receivables for outstanding projects. Those with a proven track record of successfully completed projects are more likely to get funded. But primarily, I am looking for clients with excellent character that operate a company that is looking to grow and create jobs in our community.

Aside from the lending products, what else can this program offer to subcontractors?

We have developed a training curriculum in conjunction with the MBE program; classes will commence in early 2018. Classes will cover items such as estimating, bidding process, payroll & cash flow management.

What are some of the initial challenges you've faced getting the program off the ground?

See Construction on page 9

detect and prevent tax fraud.

The IRS has a special page (<http://bit.ly/2zHvv7Q>) on [IRS.gov](http://irs.gov) with steps to take now for the 2018 tax filing season.

OhioMBE Certification 101 at the WBC

Make a resolution to get your business certified in 2018!

There are several reasons why you should get your business certified:

- 1. Some entities have purchasing goals. Only certified businesses can participate.
- 2. Certification adds legitimacy to your business. You have gone through a process that has determined that your business is owned and controlled by a minority, woman or disadvantaged business.
- 3. Certification can afford you loan and bonding opportunities. The State of Ohio has loan and bonding programs specifically for certified minority owned businesses.
- 4. Certification can be a marketing tool for your business. You can add your certifications to your marketing materials, business cards, website , etc. Many consumers like doing business with veteran, minority or woman owned businesses.
- 5. Certification can be used in the private sector. Many companies don't have a certifying program but in an effort to have supplier diversity, will accept the certifications from some governmental agencies.



Class dates are online at www.OhioMBE.eventbee.com

Looking for bid notices?
Look for OhioMBE online!



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The new year stands before us, like a chapter in a book, waiting to be written. We can help write that story by setting goals. – Melody Beattie

Ohio Diversity Network

Get a weekly email from OhioDiversityNetwork.com notifying you of upcoming events. Sign up online!

Saturday, January 6, 2018 at 10:00am
Columbus WBC – Simple Steps to Online Safety – A Google Class - Columbus

Tuesday, January 9, 2018 at 5:30am
The WBC's 5th Annual Vision Board Party - Columbus

Wednesday, January 10, 2018 at 4:00pm
ECDI : Business Start-up Workshop - Columbus

Thursday, January 11, 2018 at 9:53pm
State of Ohio: 33rd annual Ohio Dr. Martin Luther King, Jr. Commemorative Celebration - Columbus

Saturday, January 13, 2018 at 11:00am
How to get More Work with Networking - Columbus

Monday, January 15, 2018 at 7:00am
33rd Martin Luther King Jr. Birthday Breakfast - Columbus

Monday, January 15, 2018 at 4:00pm
City of Columbus: Rev. Dr. Martin Luther King Jr. Celebration & March - Columbus

Tuesday, January 16, 2018 at 6:00pm
Columbus WBC – INTRODUCTION TO EXCEL - Columbus

Thursday, January 18, 2018 at 5:30pm
Columbus WBC – Excel Databases - Columbus

Saturday, January 20, 2018 at 2:01am
Certification 101 at the WBC - Columbus



Hosting a business event?

Did you know you can post it on
www.OhioDiversityNetwork.com

Email: news@ohiombe.com for login
information

OhioDiversityNetwork.com is sponsored by:

THE CITY OF
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OFFICE OF DIVERSITY
AND INCLUSION

Construction from page 7

Just making sure that potential clients that need capital quickly have all the required documents filled out within the loan application. Going back and forth asking for certain forms can delay payment. I want to get you your cash quick.

How has the program's Advisory Board (comprised of Lonnie Miles of Miles-McClellan Construction, Dan Moncrief III of McDaniel's Construction, and Nancy Tidwell of NRT & Associates) helped during its infancy stage?

The Advisory Board, well...I can't say enough about the impact they have had on the program launch. The knowledge & experience they share are paramount to the success of my program.

What opportunities are you excited about regarding the MBE program moving forward?

The opportunity to help Central Ohio grow, while teaching others to become better at managing the "business-side" of owning a company and creating jobs. I appreciate having the opportunity to learn about our client's passion and talent for doing what they love to do everyday.

-- To enroll in ECDI's "Capital For Construction" or have your questions answered regarding the program, Contact Jesse Mark by email at jmark@ecd.org, or by phone at (614) 206-0667.

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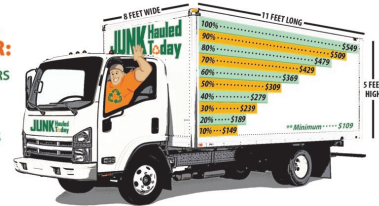
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Get Your Workspace in Shape for 2018

While many small business owners may be relaxing this week between Christmas and New Year's, I'm getting a jump on 2018 by decluttering my office. I'm usually okay with a little clutter, but between traveling and the holidays, the mess on my desk is making it hard to be productive.

If this sounds all too familiar, here's a plan to help get your workspace organized for the New Year.

1. Get three empty "sorting" boxes. Label them "Keep," "Discard," and "Donate."
2. Start with your desktop—sort your stuff into the appropriate box.
3. Go through your "Keep" box, decide what should be returned to the top of your desk, and what can go elsewhere. For peak productivity, only put the stuff you use every day on top of your desk.
4. Now move on to the interior of your desk, and repeat the sorting process. This is not the time for sentimentality—toss the stuff you don't need or use.
5. Take down everything on your walls, including bulletin boards.
6. Have you been hoarding old electronics, because you didn't know what to do with them? Take any old devices, including cords and chargers, and donate them. Some cities have specific electronic recycling centers. Or you can drop electronics off at a local Goodwill (and get a tax deduction, too).
7. Check your bookshelves for outdated books you no longer use. In many cases, the information in those books can be found online, allowing you to clear your shelves.
8. Do you still have file cabinets? Shred old files you no longer need. For the papers you want to keep, try converting them into digital files by scanning them. This not only will open up a lot of space in your office but will make it easier to access files.
9. Dust, vacuum and sweep your workspace. Clean your windows—and your electronics—they make wipes specifically to clean electronic screens. And don't forget to remove any crumbs from your keyboards.
10. If you're ready for a real change, consider moving some



have two wastebaskets, (both on the smallish side), one of which is designated for recyclables.

11. Do your printers, copiers, multifunction devices and other office equipment need to be cleaned? Check the manuals before you get started; you don't want to accidentally break something.
12. Is anything in need of repair or replacement? Get it done now.
13. This is actually a great time of year to find deals on office supplies.
14. Clear your computer's cache at least once a year (if not more often).
15. How many emails are in your inbox? Create folders in your email system, and move the appropriate emails to them.
16. Do you have a computer cleaning app? Clean your computer annually.
17. Get rid of apps you're not using (properly uninstalling them,) and delete bookmarks you no longer use. Do this on your mobile devices as well.
18. If your computer is sluggish when starting up, check the apps that launch when you turn on your computer.

If this sounds like a lot—it is. It will realistically take you a day or two (or three, depending on how disorganized you are). But when you're done, you'll feel refreshed and ready to start the New Year with a clear head—and office.

If you have employees, urge them to clean up their workspaces and devices as well. Why not bring in pizza and have an office-wide "clean-up day"?



OhioMBE Awards 2017 Top FBE: Sandra Madison, AIA

Sandra Madison was born in Baltimore, Maryland and graduated from Northwestern High School in the 11th grade with honors and was accepted on scholarship at the University of Maryland College Park. During the summer after high school graduation, she was accepted at Harvard University Graduate School of Design's Career Discovery Program for Urban Design. This program crystalized her decision to apply to the School of Architecture within the University of Maryland, College Park. In her senior year, Sandra was invited to speak as Valedictorian to her graduating class and was the only African American Architecture graduate in her class.

After 10 years of working in Architectural Firms in Baltimore, Sandra moved to Cleveland to work with Robert P. Madison International, Inc. (RPMI) where she worked for 26 years before becoming majority Owner with title CEO, Chairperson. Today, RPMI is the largest black female owned architecture firm in the State of Ohio. It should be noted that only 2% of all licensed architects are black and only 18% of all licensed architects are female.

Her professional affiliations include the American Institute of Architects where she serves on the Women In Architecture Committee and the AIA Outreach Council, the Shaker Heights Architectural Review Board where she has served for over 12 years and is currently Chairperson and has served on the Mount Pleasant Design Review Advisory Board in Cleveland and the Friends of Shaker School Foundation.

Sandra is married to Architect and firm President, R. Kevin Madison, AIA and they have a son, Kevin Jr, and a daughter, Maya.



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