



**UNIVERSITY OF
SOUTH FLORIDA**

Office of Supplier Diversity

Join us for

SUPPLIER DIVERSITY DAY!

Friday, October 4, 2019
Registration Opens August 26
Marshall Student Center
8:00 A.M. - 3:00 P.M.

Register



UNIVERSITY OF
SOUTH FLORIDA

Supplier Diversity Day is an all-day event that will feature several workshops, including Doing Business with USF, Show Me the MONEY!, What's Preventing You from Getting the BIG DEAL, How to Get Your Innovation to Market, Certification and How to Properly Use It, Healthy Cooking Demonstrations and Wellness Stations. In addition, several partner organizations will join us, including 10 + state of Florida agencies, along with Tampa General Hospital, Women's Business Enterprise National Council, Florida National Minority Supplier Development Council and Tampa International Airport and many more!

Don't miss out. Registration will open August 26. Space is limited.

*For more information about other USF OSD events visit www.usf.edu/osd

Partner Events



Florida SBDC Women in Federal Government Contracting: Roundtable for Success

Topic: Government Contracting

Join FSBDC in a candid conversation with four women executives in federal government contracting, moderated by the President of Tampa's most successful woman-owned federal contractor, Wittenberg Weiner (WWC). These women will share their insights and actions that took them from good to great in federal contracting.

Date: August 22, 2019

Time: 7:30 am Roundtable

10:00 am U.S. Small Business Administration on 8(a) Certification and federal programs

Fee: \$15.00

*Full Breakfast Included with Fee

*Pre-Registration Required. No Walk-Ins

Payment must be made online with Visa or MasterCard

Phone: 813.905.5829

Email: nreyes@usf.edu

[Link for more information/Register online](#)

Business Tips



Keeping Business Finances Separate From Personal

Owning a small business comes with many rewards and challenges. Learning as you go is never easy, and there are many aspects of day-to-day business that need to be mastered. In particular, small business owners may struggle



to keep their finances in order. 10 members of the **Forbes Finance Council** share their top recommendations for small business owners who are struggling with their finances.

- Use Dedicated Bank and Credit Card Accounts
- Ask Your Community for Help
- Innovate and Automate
- Get Excited and Organized
- Separate Your Business and Personal Expenses
- Utilize What's Free
- Make A Game of Forecasting
- Outsource Non-Core Activities
- Build A World-Class Finance Team
- Find A Low-Cost Entry Point

Source: [10 Self-Help Tips To Help Small Business Owners Keep Their Finances Organized](#)

Avoid Common Human Resource Errors

HUMAN RESOURCES

Owning and managing a small business means having to take on multiple roles, from accounting to marketing to human resources. Unfortunately, having to juggle the tasks of various roles increases the likelihood of making mistakes.

It's easy for small-business owners to sometimes ignore the human resources side of a business when things are running smoothly. However, doing so can lead to costly mistakes like litigation and employee turnover. These mistakes could have severe consequences for small businesses.

1. Don't Delay Hiring Good Talent
2. Evaluate Employees
3. Create an Employee Handbook
4. Onboard Employees Immediately
5. Give Feedback and Rewards
6. Ditch the Paper
7. Keep Abreast of Laws and Regulations
8. Get a Good Attorney
9. Mind the Compensation
10. Don't Go It Alone

Source: www.shrm.org

Florida Procurement Technical Assistance Center (PTAC)

Small business owners, are you interested in learning how to navigate the government procurement process and identify critical steps to winning government contracts? If so, then the Procurement Technical Assistance Center (PTAC) can help. PTAC offers more than 100 events and workshops throughout the year.

To learn more about this and other upcoming events, visit www.fptac.org



Your Health is Important to Your Business: 5 Tips for a Healthy Entrepreneurial Lifestyle



As entrepreneurs, you may work harder and longer hours with little to no downtime compared to everyone else. You tend to put the needs of the business and your staff first and overlook the importance of your health. A business is only as successful when the business owner is successful at being healthy. These tips can help you create a healthier

entrepreneurial lifestyle so you can enjoy your success.

- **Make exercise a part of your daily routine.**

Working out daily keeps your mind fresh and makes you happier. Maintaining a positive mindset is a major key to success. With all the obstacles and challenges entrepreneurs face daily, any edge should be welcomed with open arms.

- **Eat as healthy as possible**

Eating healthy is one of the easiest ways to live a healthier life and even the smallest changes can make a huge difference. Rather than eating out or ordering in at lunch, bring a homemade nutritious meal to the office. It's a good idea to prepare your meals in advance and keep a stash of healthy snack options at the office.

- **Take time to unplug from your business and relax.**

Carve out time in your weekly schedule to devote to a hobby. Hit the golf course, go fishing, watch a movie or do anything else that relaxes you. Family time is also a great way to escape and unplug.

- **Find a routine that works for you and stick to it.**

Keeping a regular schedule is great for staying on track and holding yourself accountable. When your day is mapped out and you know exactly what needs to get done, you will see yourself completing tasks quicker and crossing tasks off your to-do list at a rapid pace.

- **Learn to manage stress**

Stress is almost impossible to avoid as an entrepreneur, but it can be managed. "Stress can ruin relationships clients, both current and potential, if you let it. Stress is the last thing your business needs, so learn to manage it and keep it at bay during important times," suggests Brian Greenberg, founder of [True Blue Life Insurance](#).

Source: [5 Tips for a Healthy Entrepreneurial Lifestyle](#)

Vendor Success



The USF Office of Supplier Diversity would like to congratulate Glen Diston of Document Solutions who attended USF Supplier Diversity open house at the St. Petersburg campus on 2/20/19. During this event he connected with key personnel within the Beck/Envision team, who was recently selected as the construction manager for the St. Petersburg Housing Project. Mr. Diston received important information on how to secure work with Beck/Envision and immediately went into action, securing a screening contract at the project. This success story proves that there are significant benefits to attending USF OSD outreach events.

To stay connected visit, www.usf.edu/osd.

Source: [Beck Envision: Bridging the Gap Between Opportunities Fund Within Our Industry and the Local Community](#)