



HSSE "Message"

Tips for Driving Safely in Heavy Rain

Driving in heavy rain can be challenging. To help you stay safe, follow these tips below on how to drive safely should you get caught in heavy rain.

- **Avoid Driving in Heavy Rain if Possible:** Consider if your drive can be delayed until after the rain has subsided. If not, try to avoid areas that are prone to flooding.
- **Stay Focused:** Stay alert and focused on what's going on around you. Severe weather demands your undivided attention, so be sure to reduce any possible distractions by turning the radio down and turning off your phone.

- **Turn Your Lights On:** Turn your headlights on to make it easier for other vehicles to see you.
- **Give Other Vehicles More Space:** Leave extra room between you and the vehicle ahead of you, double the normal amount is a good rule of thumb. This will give you and the cars behind you more time to react to traffic.
- **Slow Down:** Speed limit signs are designed for ideal conditions, which is not the environment you're driving in when it's raining. Slow down and allow more time to get to your destination.
- **Don't Use Cruise Control:** Cruise control can cause you to lose control. If you hydroplane while you're in cruise control, your car will go faster.
- **Don't Drive on Dirt and Gravel Roads:** Do not drive off-road and avoid dirt or gravel roads during heavy rain. These roads can quickly become too soft for many vehicles and leave you trapped.
- **Stay Clear of Large Vehicles:** If possible avoid driving close to large or fast-moving vehicles. They can create spray which can reduce your visibility.

HR "Tip of the Month":

- Leadership = Respect + Trust (respect is based on knowledge and skills while trust is based on concern for people's feelings and needs).
- Leadership = Ability to influence others to get excellent and sustained results.
- Leadership = Figuring out how to harness the resourceful of collective genius.
- Leadership = Vision, passion for success with high level of persistence and overcoming significant obstacles.

HR News:

- Effective November 11th 2018, Mr. Taleb Al-Kandari had been re-designated as Team Leader for the newly created (JO Issues and Studies Team).
- Team Leader Training & Career Development Team will be appointed and announced later.



8-Tips for Effective Time Management:



1. **Know your goals.** (Make sure you're engaging in activities that support your business goals, both short- and long-term)
2. **Prioritize wisely.** (Important and urgent – Important but not urgent – Urgent but not important – Not urgent and not important)
3. **Find out where you're wasting time.** (Many of us are prey to time-wasters that steal time we could be using much more productively. What are your time bandits? Do you spend too much time Internet surfing, reading email, Facebook posting, texting, or making personal calls?)
4. **Plan ahead.** (One of the worst things you can do is jump into the workday with no clear idea about what needs to get done, the best time to plan for the day is the night before or first thing in the morning)
5. **Eliminate distractions.** (It may take a massive exercise in will power, but shut the door and turn off your phone to maximize your time. Instead of being "always on," plan a break in the day to catch up on email, call people back etc.)
6. **Delegate more often.** (Delegation is one of the hardest things to learn but no matter how small your business is, there's no need for you to be a one-person show—you need to let other people carry some of the load)
7. **Find time for stillness.** (Discovering time in your life for silence and non-motion reduces anxiety and shows you that there is no need to constantly rush. It also makes it easier to find your work pleasurable)
8. **Take care of yourself.** (Be sure to get plenty of sleep and exercise. An alert mind is a high-functioning mind and one that's less tolerant of time-wasting activities)

Humor of the Month

There was an elderly couple who noticed that they were getting a lot more forgetful, so they decided to go to the doctor. The doctor told them that they should start writing things down so they don't forget. They went home and the old lady told her husband to get her a bowl of ice cream with whipped cream and a cherry on top. "Write it down," she told her husband and he said, "No, I got it. You want a bowl of ice cream with whipped cream and a cherry on top." So he goes to get the ice cream and spends an unusually long time in the kitchen, over 30 minutes. He comes out to his wife and hands her a plate of eggs and mashed potatoes. The old wife stares at the plate for a moment, then looks at her husband and asks, "Where's the toast?"

