



## HSSE "Message"

### How to Avoid Sunburn:



#### Avoid sun exposure between 10 a.m. and 4 p.m.

The sun's rays are strongest during these hours, so try to schedule outdoor activities for other times

- **Use sunscreen frequently and generously.**

No matter what your skin type is, use a broad-spectrum sunscreen with an SPF of 40 or greater, Apply sunscreen generously, and reapply it every two hours - or more often if you're swimming or perspiring.

- **Wear sunglasses when outdoors.**

- You should offer your eyes the best protection outdoors by choosing the highest UV protection-rated sunglasses. Darker lenses are not necessarily better at blocking UV rays.

- If you aren't sure how strong the sun's UV rays are, pay attention to your shadow. When it's longer than you are, UV exposure is low.

- However, when your shadow is shorter than you are, UV exposure is high, so you should try to stay indoors.

- If you have to go outside when the sun is at its strongest, try to limit the time you spend outdoors. The less exposure you have to the sun, the less chance you'll have of getting a sunburn.

### World's Top 10 Visited Cities In 2018:



On the occasion of approaching summer vacations, HR Group would like to share with you the world's top 10 visited cities in 2018:

1. Bangkok, Thailand (20.05) Million Visitor
2. London, U.K. (19.83) Million Visitor
3. Paris, France (17.44) Million Visitor
4. Dubai, U.A.E. (15.79) Million Visitor
5. Singapore (13.91) Million Visitor
6. New York City (13.13) Million Visitor
7. Kuala Lumpur, Malaysia (12.58) Million Visitor
8. Tokyo, Japan (11.93) Million Visitor
9. Istanbul, Turkey (10.7) Million Visitor
10. Seoul, South Korea (9.54) Million Visitor



## 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** — Tasks that must be done. Do them right away. **Important but not urgent** — Tasks that appear important, but upon closer examination aren't. Decide when to do them. **Urgent but not important** — Tasks that make the most "noise," but when accomplished, have little or no lasting value. Delegate these if possible. **Not urgent and not important** — Low-priority stuff that offer the illusion of "being busy." Do them later.
- 3. Just Say No:** If you have to decline a request in order to attend to what's truly important and urgent, do not hesitate to do so.
- 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. Try to plan the night before or first thing in the morning.
- 5. Eliminate distractions:** Start paying attention to the number of times someone interrupts you when you're in the midst of an important task. Your smartphone is extremely useful, but it's also addictive and among the most insidious time-wasters known to mankind.
- 6. Delegate more often:** There's always more work that others can take off your desk. Look for opportunities to pass responsibility for specific tasks to others on your team.
- 7. Watch what you spend:** How many productive hours are you packing in each week? Use a simple timesheet tracker to quickly and easily clock in and out of various tasks or projects throughout the day.
- 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.

## HR "Tip of the Month"

Identify your work, family, and relationship goals and determine effective ways to achieve them. This way, you can plan and manage your timetable properly. Forget multi-tasking and shut possible distractions. Rank your priorities and learn to concentrate on each task at a time.



## Humor of the Month

A sales rep, an admin officer and the manager are walking to lunch when they find an antique oil lamp. They rub it and a Genie comes out in a puff of smoke. The Genie says, "I usually only grant three wishes, so I'll give each of you one wish each." "Me first! Me first!" says the admin officer. "I want to be in the Bahamas, driving a speedboat with the love of my life." Poof! He's gone.

In astonishment, "Me next! Me next!" says the sales rep. "I want to be in Hawaii, relaxing on the beach with an endless supply of Pina Colodas and the love of my life." Poof! He's gone.

"OK, you're up," the Genie says to the manager. The manager says, "I want those two back in the office after lunch."

