



Staff

# Bulletin

32nd Edition

JULY 2016



## Advisory Corner

### *Face Difficulties Positively*

This parable is told of a farmer who owned an old mule. The mule fell into the farmer's well. The farmer heard the mule praying or whatever mules do when they fall into wells.

After carefully assessing the situation, the farmer sympathized with the mule, but decided that neither the mule nor the well was worth the trouble of saving. Instead, he called his neighbors together, told them what had happened, and enlisted them to help haul dirt to bury the old mule in the well and put him out of his misery.

Initially the old mule was hysterical! But as the farmer and his neighbors continued shoveling and the dirt hit his back, a thought struck him. It suddenly dawned on him that every time a shovel load of dirt landed on his back, HE WOULD SHAKE IT OFF AND STEP UP!

This he did, blow after blow. "Shake it off and step up... shake it off and step up... shake it off and step up!" He repeated to encourage himself. No matter how painful the blows, or how distressing the situation seemed, the old mule fought panic and just kept right on SHAKING IT OFF AND STEPPING UP!

It wasn't long before the old mule, battered and exhausted, stepped triumphantly over the wall of that well! What seemed like it would bury him actually helped him ... all because of the manner in which he handled his adversity.



## IN THIS ISSUE

Advisory Corner	1
Words of wisdom	2
Performance	3
Staff Issues	4
General Knowledge	7
Health Tips, Jokes & More	8

**CORE VALUES**

- Relationship Excellence
- Support
- Passion
- Efficiency
- Creativity

**Trustworthiness** Staff bulletin is a newsletter with the primary objective of disseminating information and other issues in the organisation to all members of staff

## WORDS OF WISDOM

**Toni Morrison**

"If you surrender to the wind,  
you can ride it."

**QUOTE OF THE MONTH**

**Amos 5: 4**

This is what the LORD says to  
the house of Israel:

"Seek me and live".

**MEMORY VERSE**

## OTHER WISE SAYINGS

"Now that it's all over, what did you really do yesterday that's worth mentioning?." Coleman Cox

"Owning your burdens is half the battle." Scrubs

"Have courage for the great sorrows of life and patience for the small ones; and when you have laboriously accomplished your daily task, go to sleep in peace." Victor Hugo

"Pick battles big enough to matter, small enough to win." Jonathan Kozel

"Be pleasant until ten o'clock in the morning and the rest of the day will take care of itself." Elbert Hubbard

# Staff Issues

## *Time with staff of the month for July*

Yaa Agyakoma Ampomah - Relationship Officer , Kumasi Branch  
Victoria Amuzu- Relationship Officer , Accra Branch  
Sahadatu Suraj—Portfolio Analyst, Head Office



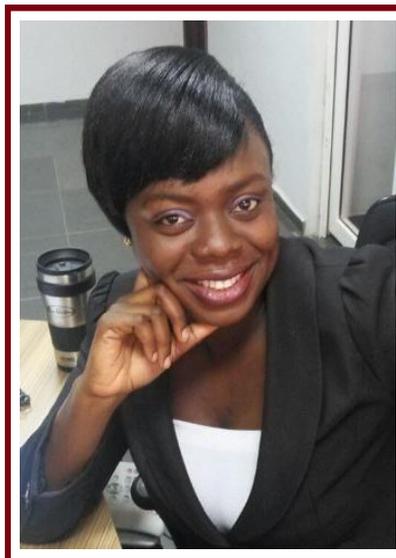
### *Word from Yaa A. Ampomah's Manager*



Yaa has over the years exhibited her love for her job. She is a hardworking staff who is action oriented, a self-starter with a strong drive for success. She also has sufficient self- confidence to persevere when the going gets tough.

As a team leader, she has demonstrated her leadership qualities with her team and colleagues by possessing a detail-oriented mind-set and focusing on goals. This has made her consistent with her performance of being at the top. She never gives up and strives for excellence. Yaa with her last drop of blood will make sure a loan that she brings goes through.

Her only challenge is breaking a bad news to a client when a loan application does not go through because of the relationship she build with her clients. When it comes to Recovery, a very aggressive Yaa will cause discomfort for her "stubborn" clients. She stands out as a very cheerful, loveable and adorable staff who is loved by all because of her sense of humour and smiles.



### *Learn more about Victoria Amuzu*



Miss Victoria Amuzu is a God fearing and an affable person who believes in hard work and determination.

She enjoys hanging out with friends, travelling and cooking at her leisure time.

She enjoys gyming to keep her body fit.

# Staff Issues

*Time with staff  
of the month for July*



*Learn more about Sahadatu Suraj*

Miss Sahadatu Suraj joined TF Financial Services in 2013 and has occupied the following positions throughout her stay ; Client Service Officer, Loan Documentation Officer, CSL Administrator and currently occupies the position of Portfolio Analyst in the company. She is zealously working towards her goal of becoming a financial controller. Miss Suraj believes that she is trustworthy, an excellent listener, action oriented, a self-starter with flair for building professional relationship and has very high standards which will go a long way in helping her achieve her goal.



## Birthdays



*The entire management and staff of TF Financial Services wish the following September birthday celebrants a happy birthday as they celebrate these momentous days of their lives:*

*Ms. Josephine Aburwofie - 6th September*

*Mr. Patrick Neizer - 11th September*

*Miss Sahadatu Suraj - 19th September*

*Mr. Orphiel Adomako - 22nd September*

*Miss Sally Ackah-Hemans -24th September*

# Wedding Bells!!!



It was a double wedding in the month of July as our colleagues Shirley and Prince found reason to tie the knot with their sweethearts bringing Management and staff together on those special days of their lives.

**Congratulations** to both of you from Management and Staff of TF Financial Services.



# General Knowledge

## What to know on Voting

When you go to your voting location you should bring along your voter registration card.

Once the election official has processed your documentation they will present you with your ballot.

Your ballot contains the list of candidates running for election in your electoral district. To vote for a candidate you mark your ballot in secret behind a voting privacy screen.

To mark your ballot all you need to do is thumbprint beside the name of the candidate you would like to vote for. Then, return to the election official and place your ballot in the ballot box.

## Voting Steps

### Step One

On election day, go to the Polling Station with your Voter ID card and join the queue if any. Please don't jump the queue.

### Step Two

A polling assistant will check your particulars in the name reference list.

### Step Three

A verification officer will verify your identity as a registered voter with the verification machine.

### Step Four

You will be issued with a Presidential Ballot paper.



Please check to see if it has no marks on it. Also ensure it has the validating stamp.

### Step Five

Make your way to the Voting Booth and thumbprint (correctly) your choice of candidate.

### Step Six

Cast your vote in the Presidential Ballot Box. Please make sure it's the right box.

### Step Seven

Proceed to the next Polling Assistant for a Parliamentary Ballot Paper.

### Step Eight

Proceed to the Parliamentary Voting Booth and thumbprint (correctly) your choice of MP.

### Step Nine

Cast your ballot in the Parliamentary Voting Box. Again make sure, it's in the right box or it will be rejected.

### Step Ten

Please leave the Polling Station after voting. You can return at 5pm for the count.

# Health Tips

## *Simple Tips to Improve Your Sleep*



Falling asleep may seem like an impossible dream when you're awake at 3 a.m., but good sleep is more under your control than you might think. Researchers have identified a variety of practices and habits—known as “sleep hygiene”—that can help anyone maximize the hours of sleep.

### **#1 Avoid Caffeine, Alcohol, Nicotine, and Other Chemicals that Interfere with Sleep**

As any coffee lover knows, caffeine is a stimulant that can keep you awake. So avoid caffeine (found in coffee, tea, chocolate, cola, and some pain relievers) for four to six hours

before bedtime.

Although alcohol may help bring on sleep, after a few hours it acts as a stimulant, increasing the number of awakenings and generally decreasing the quality of sleep later in the night. It is therefore best to limit alcohol consumption to one to two drinks per day, or less, and to avoid drinking within three hours of bedtime.

### **#2 Establish a Soothing Pre-Sleep Routine**

Ease the transition from wake time to sleep time with a period of relaxing activities an hour or so before bed. Take a bath (the rise, then fall in body temperature promotes drowsiness), read a book, watch television, or practice relaxation exercises. Avoid stressful, stimulating activities—doing work, discussing emotional issues. Physically and psychologically stressful activities can cause the body to secrete the stress hormone cortisol, which is associated with increasing alertness. If you tend to take your problems to bed, try writing them down—and then putting them aside.

### **#3 Go to Sleep When You're Truly Tired**

Struggling to fall asleep just leads to frustration. If you're not asleep after 20 minutes, get out of bed, go to another room, and do something relaxing, like reading or listening to music until you are tired enough to sleep.

### **#4 Nap Early—Or Not at All**

Many people make naps a regular part of their day. However, for those who find falling asleep or staying asleep through the night problematic, afternoon napping may be one of the culprits. This is because late-day naps decrease sleep drive. If you must nap, it's better to keep it short and before 5 p.m.

### **#5 Lighten Up on Evening Meals**

Eating a pepperoni pizza at 10 p.m. may be a recipe for insomnia. Finish dinner several hours before bedtime and avoid foods that cause indigestion. If you get hungry at night, snack on foods that (in your experience) won't disturb your sleep, perhaps dairy foods and carbohydrates.

### **#6 Balance Fluid Intake**

Drink enough fluid at night to keep from waking up thirsty—but not so much and so close to bedtime that you will be awakened by the need for a trip to the bathroom.

# Jokes



**HUSBAND:** I LOVE YOU....  
**WIFE:** I Love You Too, Infact I Love You So Much I Will Fight The Whole World For You.....  
**HUSBAND:** But You Fight With Me The Most  
**WIFE:** Because You Are The World To Me... 🙌😊🙌😊

## Easy to Swallow?

My sister, Paula, and her husband, Chris, had just finished tucking their young ones into bed one evening when they heard crying coming from the children's room. Rushing in, they found Tommy crying hysterically.

He had accidentally swallowed a 5p piece and was sure he was going to die. No amount of talking could change his mind. Trying to calm him, Chris palmed a 5p coin that he happened to have in his pocket and

pretended to remove it from Tommy's ear. Tommy, naturally, was delighted. In a flash, he snatched it from his father's hand, swallowed it and demanded cheerfully - 'Do it again, Dad!'

## Heard This One Before?

A man boasts to a friend about his new hearing aid, 'It's the most expensive one I've ever had, it cost me USD\$3,500.' [£1800]

His friend asks, 'What kind is it?'

The braggart says, 'Half past four.'

## The child and his mother:

A curious child asked his mother: "Mommy, why are some of your hairs turning grey?" The mother tried to use this occasion to teach her child: "It is because of you, dear. Every bad action of yours will turn one of my hairs grey!"

The child replied innocently: "Now I know why grandmother has only grey hairs on her head."

# Brain Teasers

An electric train is moving north at 100mph and a wind is blowing to the west at 10mph. Which way does the smoke blow?

Some months have 31 days, others have 30 days. How many have 28 days?

What invention lets you look right through a wall?

Which is correct to say, "The yolk of the egg is white" or "The yolk of the egg are white"?

Feed me and I live, yet give me a drink and I die Who am I? .

## Answers to Previous Brain Teasers

What kills kings,  
what makes mountains crumble,  
and makes all life come to an end?

**Answer :** earthquake

What gets white as it gets dirty?

**Answer :** blackboard or chalkboard

Which of these doesn't belong: tall tale, autobiography, short story?

**Answer :** autobiography, because it is not a work of fiction

What does this say?

Ground

Feet

Feet

Feet

Feet

Feet

Feet

**Answer :** Six Feet Under Ground

# 10 Office Ergonomics Tips to Help You Avoid Fatigue



Follow these quick and easy **office ergonomics tips** to decrease fatigue, discomfort and physical stress while also increasing comfort.

Ergonomics" is the science of designing the workstation to fit within the capabilities and limitations of the worker.

The goal of office ergonomics is to design your office work station so that it fits you and allows for a comfortable working environment for maximum productivity and efficiency.

## **Office Ergonomics Tips**

- 1)** Make sure that the weight of your arms is supported at all times. If your arms are not supported, the muscles of your neck and shoulders will be crying by the end of the day.
- 2)** Watch your head position, and try to keep the weight of your head directly above its base of support (neck). Don't "crane" your head and neck forward.
- 3)** Don't be a slouch! Slouching puts more pressure on the discs and vertebrae of your back. Use the lumbar support of your chair and avoid sitting in a way that places body weight more on one than on the other.

Move your chair as close to your work as possible to avoid leaning and reaching. Make sure to "scoot" your chair in every time you sit down.

**4)** The monitor should be placed directly in front of you, with the top no higher than eye level. The keyboard should be directly in front of the monitor so you don't have to frequently turn your head and neck.

**5)** Talking on the phone with the phone receiver jammed between the neck and ear is really bad practice. You know that's true, so don't do it!

**6)** The keyboard and the mouse should be close enough to prevent excessive reaching which strains the shoulders and arms.

**7)** Avoid eye strain by making sure that your monitor is not too close, it should be at least an arm's length away.

**8)** Take steps to control screen glare, and make sure that the monitor is not placed in front of a window or a bright background.

**9)** You can rest your eyes periodically for several seconds by looking at objects at a distance to give your eyes a break.

**10)** The feet should not be dangling when you are seated. If your feet don't comfortably reach the floor or there is pressure on the backs of your legs, use a footrest or lower the keyboard and chair.

# EDITORIAL BOARD



**Mr. Ransford O. Ansong,**  
Chief Editor



**Mrs. Edith Blankson**  
Snr. Staff Writer



**Josephine Aburwofie**  
Chief Correspondent



**Mr. Osei Okofo Arhin**  
Writer



**Mr. Isaac Boateng Addai**  
Writer