



24th Edition

Staff Bulletin

October 2015



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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

Advisory Corner

The Millionaire's Eye Pain

There was a very wealthy man who was bothered by severe eye pain. He consulted many physicians and was being treated by several. He did not stop consulting a galaxy of medical experts; he consumed heavy loads of drugs and underwent hundreds of injections. But the ache persisted with more vigour than before.

At last, a monk who was supposed to be an expert in treating such patients was called for by the suffering man. The monk understood his problem and said that for sometime he should concentrate only on green colours and not let his eyes fall on any other colours. It was a strange prescription, but he was desperate and decided to try it.

The millionaire got together a group of painters and purchased barrels of green paint and directed that every object his eye was likely to fall on be painted green just as the monk had directed. When the monk came to visit him after few days, the millionaire's servants ran with buckets of green paint and poured it on him since he was in red dress, lest their master see any other colour and his eye ache would come back.

Hearing this, the monk laughed and said "If only you had purchased a pair of green spectacles, worth just a few dollars, you could have saved these walls and trees and pots and all other articles and also could have saved a large share of his fortune. You cannot paint the world green."

Let us change our vision and the world will appear accordingly. It is unwise to shape the world, let us shape ourselves first.



WORDS OF WISDOM

~George Washington ~

"Ninety-nine percent of the failures come from people who have the habit of making excuses."

QUOTE OF THE MONTH

Ephesians 4:29a

Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up.

MEMORY VERSE

OTHER WISE SAYINGS

"You must welcome change as the rule but not as your ruler."

– Denis Waitley

"Most people want to be delivered from temptation but would like it to keep in touch."

– Robert Orben

"The past cannot be changed, but the future is still in your power."

– Hugh White

"Most people would succeed in small things if they were not troubled with great ambitions."

– Henry Wadsworth Longfellow

"The longer I live, the more I am certain that the great difference between the great and the insignificant, is energy — invincible determination — a purpose once fixed, and then death or victory."

– Sir Thomas Fowell Buxton

"It is good to have an end to journey toward, but it is the journey that really matters in the end."

– Ursula K. LeGuin

Staff Issues

*Time with staff
of the month for October*



Learn more about Genevieve Amedzro



Wow, You recently joined the same sales team, how much time did you spend cultivating customer relationship and hunting for new clients to secure this position?



Customer relationship formation and hunting for new clients is not a process that can end for me so I will say I am still in the process. However, my team leader, Joyce and my other team members have been very helpful in equipping me with the right strategies to grow in the sales department.



What role does social media play in your selling process?



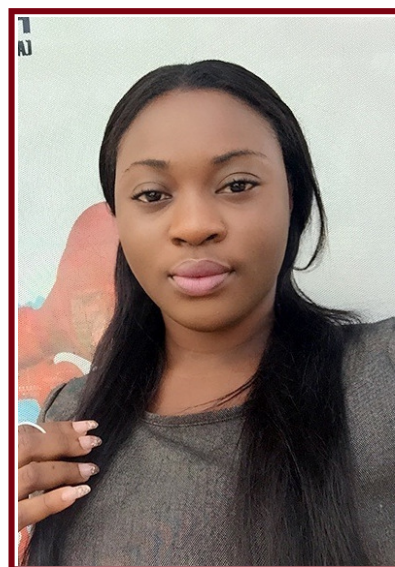
Social media plays an important role. I encourage clients who have concerns and for any reasons are unable to reach me during the prescribed business hours to do so via social media. This has worked pretty well with Facebook and Whatsapp platforms.



What is your ultimate career aspiration?



To build a successful career in the banking, finance and investment industry, based on sound principles of courage, character and integrity in all engagement. I envisage to reach the top of this industry over the next 5 years during which further education, personal development and career progression will be aggressively pursued.



Learn more about Annabella Koduah



Congratulations for emerging star performer for the second time in a row, what is your philosophy towards work?



Thanks, Understanding the market and knowing the needs of the actual and potential clients. With this I am able to relate very well to them and succeed at selling the products to them.



How do you define success and how do you measure up to it in your own definition?



Success is the accomplishment of an aim or purpose. I see myself successful when I exceed my budget.



What do colleagues say is your best quality?



That am respectful and don't easily get angry, am always happy.



Staff Issues

*Time with staff
of the month for October*



Learn more about Theresa Obeng



Congratulations, how did you feel when you found out you had been voted employee of the month for the second time this year?



I felt my effort is being appreciated.



What personal habit have you wilfully imbibed that has had the most positive impact on your life?



Efficiency and the need to continually improve my skill and ability.



How do you push through your worst times?



I see worst times as part of life and temporary too, that way its easy to sail through.



Birthdays



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

<i>Mr. Charles Kassim</i>	<i>5th Dec</i>
<i>Ms. Maud Kwaley Quartey</i>	<i>10th Dec</i>
<i>Mr. Charles Buer-Doe</i>	<i>23rd Dec</i>

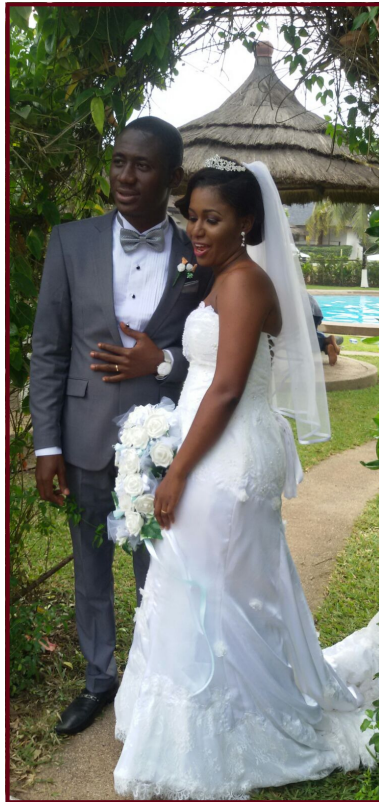
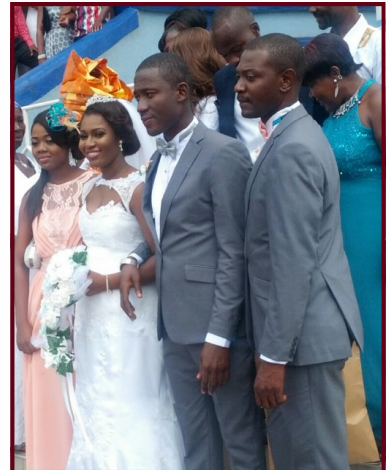
Wedding Bells! Wedding Bells!! Wedding Bells!!!

Miss Anofi now Mrs. Ampaw

The unending smiles from Miss Rebecca E. Anofi as she walked down the aisle became more adoring as the lovely congregation made up of friends and loved ones including colleagues from TFFS cheered her on.

Indeed, Saturday, 10th October, 2015 was a day to behold.

TF Financial Services says congratulations and may the God who instituted marriage make your marriage a pleasant one. May you experience the favour of God beyond measure in your marriage .



Funerals

When death beckoned



The twists and turns of life sometimes presents unpleasant situations for us like a bitter pill to swallow.

October 2015 was our most engaging month ever as a company. We were at Cape Coast, to support our Head of Operations lay his mother to rest, at Juansa to support Nana Boakye bid his father farewell and also at Labadi to support Mr. Felix Osekre bid adieu to his late mother.

To our colleagues, we want you to know that we acknowledge the deep sorrow that your hearts have been made to go through.

May God continue to comfort you and grant you the strength to carry on in life.



General Knowledge

ANGER MANAGEMENT



Do you fume when someone cuts you off in traffic? Anger is a normal and even healthy emotion — but it's important to deal with it in a

positive way. Uncontrolled anger can take a toll on both your health and your relationships.

Think before you speak

In the heat of the moment, it's easy to say something you'll later regret. Take a few moments to collect your thoughts before saying anything — and allow others involved in the situation to do the same.

Once you're calm, express your anger

As soon as you're thinking clearly, express your frustration in an assertive but non-confrontational way. State your concerns and needs clearly and directly, without hurting others or trying to control them.

Get some exercise

Physical activity can help reduce stress that can cause you to become angry. If you feel your anger escalating, go for a brisk walk or run, or spend some time doing other enjoyable physical activities.

Take a timeout

Give yourself short breaks during times of the day that tend to be stressful. A few moments of quiet time might help you feel better prepared to handle what's ahead without getting irritated or angry.

Identify possible solutions

Instead of focusing on what made you mad, work on resolving the issue at hand. Remind yourself that anger won't fix anything and might only make it worse.

Don't hold a grudge

Forgiveness is a powerful tool. If you allow anger and other negative feelings to crowd out positive feelings, you might find yourself swallowed up by your own bitterness or sense of injustice. But if you can forgive someone who angered you, you might both learn from the situation. It's unrealistic to expect everyone to behave exactly as you want at all times.

Use humour to release tension

Lightening up can help diffuse tension. Use humour to help you face what's making you angry and, possibly, any unrealistic expectations you have for how things should go. Avoid sarcasm, though — it can hurt feelings and make things worse.

Health Tips

Fighting Bad Breath



More than 80 million people suffer from chronic halitosis, or bad breath. In most cases it originates from the gums and tongue. Bad breath can be very embarrassing, but it is a common condition and there are numerous ways to fight it.

Brush teeth twice a day.

Brush your teeth two to three minutes at least twice a day to remove plaque and food debris. It's very important to brush your teeth before going to bed. You might try an additional round of brushing with baking soda to reduce the acidity in the mouth and make it difficult for the bacteria that cause bad breath to grow. To remove any residue that may be building up between the taste buds and folds in the tongue, invest in an inexpensive tool called a tongue scraper, which is available in drugstores. If you don't have a tongue scraper, you can use your toothbrush to brush your tongue.

Floss daily.

Flossing will remove food debris from in between the teeth that a toothbrush can't reach. If the food debris is not removed, the bacteria will begin to feed on it, causing bad breath.

Brush or scrape your tongue.

Use a mouth rinse.

Keep in mind that if a dental problem is the cause of chronic bad breath, a mouth rinse will only mask the odour and not cure it. In some cases, mouth rinses may actually worsen a bad breath problem by irritating oral tissue. For an emergency freshen-up, try a quick rinse with a mix of water and a few drops of peppermint oil. Or rinse your mouth with black or green tea: according to a study by the University of Illinois at Chicago, rinsing your mouth with black or green tea suppresses the growth of bacteria that cause mouth odour.

Visit your dentist.

The best way to make sure that you are maintaining good oral hygiene is to visit your dentist regularly. If you have chronic bad breath, you should visit your dentist first, to rule out any dental problems.

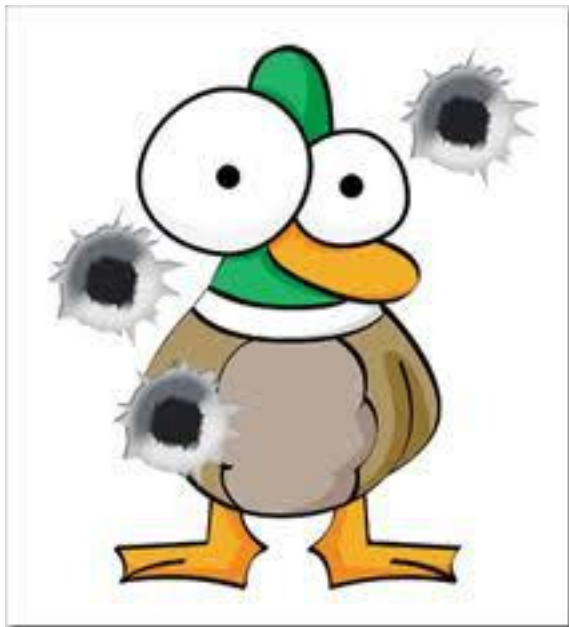
Quit smoking and avoid tobacco products.

If you ever needed another reason to quit, here's an easy one: smoking contributes to bad breath. Tobacco tends to dry out your mouth and can leave an unpleasant smell that lingers even after brushing your teeth.

Jokes

I sent a reminder to a client that it was time to visit the eye doctor. He called back to inform me that he would not be coming in because, as he put it, "I have a new obstetrician."

A big city lawyer went duck hunting in rural North Alberta. He shot and dropped a bird, but it fell into a farmer's field on the other side of a fence.



As the lawyer climbed over the fence, an elderly farmer drove up on his tractor and asked him what he was doing. The litigator responded, "I shot a duck and it fell in this field, and now I'm going to retrieve it." The old farmer Peter replied, "This is my property, and you are not coming over here." The indignant lawyer said, "I am one of the best trial lawyers in Canada and, if you don't let me get that duck, I'll sue you and take everything you own."

The old farmer smiled and said, "Apparently, you don't know how we settle disputes in Alberta. We settle small disagreements like this with the 'Three Kick Rule.' The lawyer asked, "What is the 'Three Kick Rule'?" The Farmer replied, "Well, because the dispute occurs on my land, I get to go first. I kick you three times and then you kick me three times and so on back and forth until someone gives up." The lawyer quickly thought about the proposed contest and decided that he could easily take the old codger. He agreed to abide by the local custom. The old farmer slowly climbed down from the tractor and walked up to the attorney. His first kick planted the toe of his heavy steel-toed work boot into the lawyer's groin and dropped him to his knees! His second kick to the midriff sent the lawyer's last meal gushing from his mouth. The lawyer was on all fours when the farmer's third kick to his rear end, sent him face-first into a fresh cow pie.

Summoning every bit of his will and remaining strength the lawyer very slowly managed to get to his feet. Wiping his face with the arm of his jacket, he said, "Okay, you old fart. Now it's my turn." The old farmer smiled and said, "Nah, I give up. You can have the duck."

Brain Teasers



1. Two people are in a barn. Ten cats follow them in. How many feet are in the barn now?
2. One fine day in the middle of the night, two dead men got up to fight back to back they faced each other drew their swords and shot each other! What is wrong with this?
3. A woman walks into a restaurant and asks the manager for a glass of water. The manager aims a gun at her, the woman was pleased, said thank you and left. Why?

Answers to Previous Brain Teasers

Q: What is the beginning of eternity, the end of time and space, the beginning of every end and the end of every race?

A: The letter 'E'

Q: How much dirt is in a hole 3 acres square and 200 feet deep?

A: There is no dirt. It's simply a hole.

Q: What has branches and leaves and no bark?

A: A Library

Q: How do you stop a dog from barking in July?

A: You kill it in June.

WORK PLACE BASICS

ORGANIZING YOUR DESK



Organizing your workspace

Getting organized

is the first step toward remaining organized. Whether you are starting a new job or desperately want to organize your current workspace, consider the following tips.

Examine how your workspace is used. List the job duties you perform here (depending on your job, some may be performed elsewhere), and number them in order of importance.

Group similar objects together. Put like items in piles on the floor where you can easily see them before determining their final location. Make another pile for anything that's unrelated to your job duties.

Group and separate items associated with each job duty. Group together books, materials, and supplies associated with a certain task. This strategy may not work if you perform several similar duties.

Throw unnecessary items in the trash. As you're grouping and separating items, ask yourself, "Do I need to keep this? If so, how often do I use this? If not, why?"

BENEFITS

Improves time management. Taking the time to get organized can save you time in the long run. Constantly working around clutter can seriously impede your productivity. Great time managers set up and organize their workspaces to cut down on the amount of time necessary for each task.

Helps to quickly locate important items. Has your boss ever asked you for an important document that you were unable to locate? Organizing your workspace will spare you embarrassment and frustration.

Helps to remember important tasks. The common phrase "out of sight, out of mind" is largely true. Visual cues can help you remember and prioritize important tasks. For example, a clean and orderly desk can help you deal with one task at a time.

Helps maintain a professional appearance. Your dress, demeanour, and workspace are a representation of you and your employer. Minimal clutter conveys professionalism.

Helps focus on workplace goals. An orderly workspace can help you fine-tune and accomplish your daily goals, thereby helping you achieve your long-term professional goals.

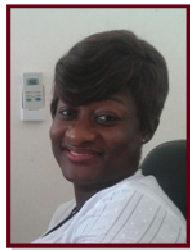
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