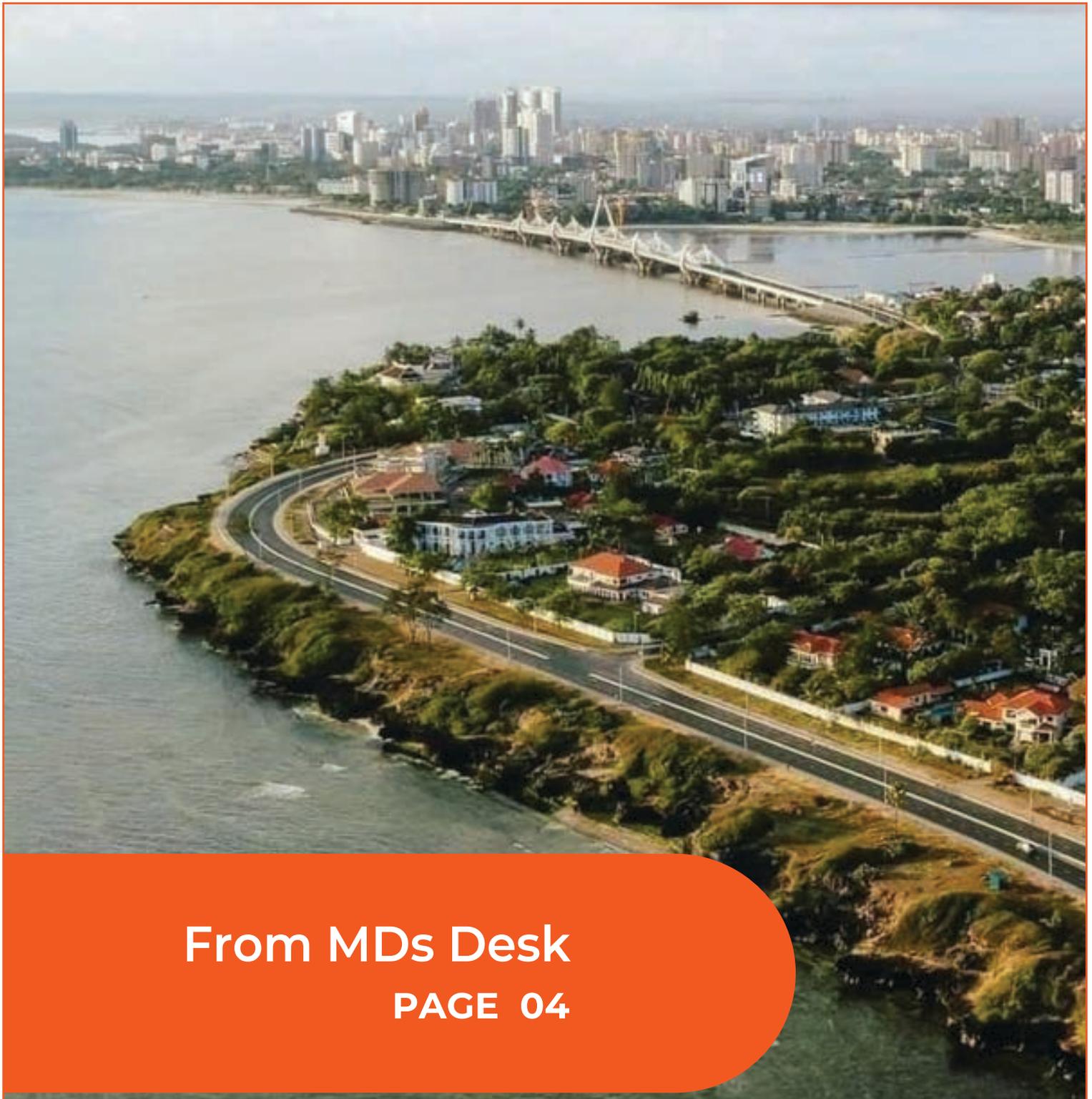




STAFF NEWSLETTER

Vol. 51 (OCTOBER) 2023



From MDs Desk

PAGE 04

MISSION

SGA is dedicated to supporting sustainable safety and security for our customers and the community by providing the best security solutions founded in our people, innovation and our commitment to social responsibility.

VISION

To be the integrated security solutions provider of choice through exceptional quality, personnel, integrity, innovative systems and customer relations in the African Region.

SGA will be a safe and secure place where our employees feel proud and are empowered and dedicated to do a professional job. SGA serves its customers with quality, discipline, loyalty and integrity.

VALUES

CONTENTS

05	ICoCA Visit	22	Books Corner
06	BRELA Day	23	How to Move Forward After a Coworker Undermines You
07	ATE	24	5 Transferable skills that recruiters love the most
08	ARUSHA News/ Trophy	25	22 Things happy people do Differently
09	Dar Construction Expo	27	Good Work Habits Drive Success.
10	The Customer Service Week in Pictures	29	Could you have a more successful business by NOT competing?
15	North Mara News	32	Health Corner
16	MBEYA Visit	34	How Much Does A Cup Of Hatred Cost
17	Mr. Sabana Farewell and Gratitude	35	40 Success Quotes:
19	A Simple Formula for Making a Great Pitch	37	Do you have the courage to be disliked?
20	Examine Your Leadership Status	41	Maswali muhimu ya kujiuliza kuhusu kazi uliyonayo sasa
21	Ten Lessons From Believing In Yourself	50	Sports Corner

► Message from MD's Desk



Colleagues,

we are steadily progressing towards the end of the year, with only two months remaining. I thank all of you for the resilience shown in the year, going by the way we all bounced back and made good a cloud that was hanging over our heads in form of sudden wage increase.

It is also commendable that our safety record has improved significantly across the network and it goes to the response to the call from the Group CEO for us all to go back to basics. This has also translated to good processes that adhere to SOPs. With that, we can see savings. There is still a lot to be done and we shall keep monitoring and reviewing the processes for continuous improvement.

We are finalising the budgets and business plans for 2024. There is high expectations on growth and efficiency. The novel idea is the embrace of Environmental Social and Governance (ESG) principles in our processes and operations. We need to be conscious of sustainability in all fronts and together, we shall become good corporate citizens. Let's walk this journey together.

The global issues are not about to end. The new war pitting Israel and Palestine's group is adding the challenges posed by Russia-Ukraine conflict. The local currencies had been depreciating significantly and fuel costs rising across the region and in international markets. These factors create extraneous challenges yet internally, customers are price sensitive, putting us in an awkward situation regarding how to handle these. However, with concerted efforts, we have all maned and we hope to meet the budget expectations.

I must commend you for the efforts put in building our brand. We are still standing tall in the market and this is evident from the awards we receive. We have received two so far and we expect more as the award ceremonies are held in November. Everyone is reminded to prompt customers to vote in the consumer choice awards, where we are categorized as the most reliable service provider in Eastern Africa. We were recently awarded in Uganda as the Platinum winner in the East Africa Quality Awards. Let's keep the fire burning.

I wish you all the best and count on my support as always. Together, we will win.

Yours team leader,

Eric Sambu.

➤ ICoCA Visit

ICoCA is celebrating its 10th anniversary. They want to record success stories in provision of security services. They choice SGA's experience in Geita Gold Mine and senior officers came to record videos to be shared globally. This is a great honour.



They also participated in Tanzania Mining Investment Forum in Dar es Salaam. In the Picture above are ICoCA officials on either end and the GGM MD (Mr. Terry Strong) and Senior VP, (Mr Godwin Shayo) with SGA MD.

➤ BRELA Day

SGA MD was the moderator in the BRELA Day function in Mlimani city, where the Minister of Trade and Industry, Hon. Ashatu Kijaji, was the Chief Guest.





Board members of the Association of Tanzania Employers after a training session of corporate governance at Seacliff. They include SGA MD, Eric Sambu (seated left) and SGA Director, Oscar Mgamma (seated centre).



SGA participated in ATE's Health Bonanza at the Leaders' Club, Dar es Salaam.

➤ ARUSHA



Security officers deployed at UN Agency (UN-MICTR) after undergoing special training about the UN systems at the end of October.

➤ TROPHY

GEITA - TANZANIA



The trophy awarded to SGA at the Geita International Mining Technology Expo.

UGANDA



➤ Dar Construction Expo

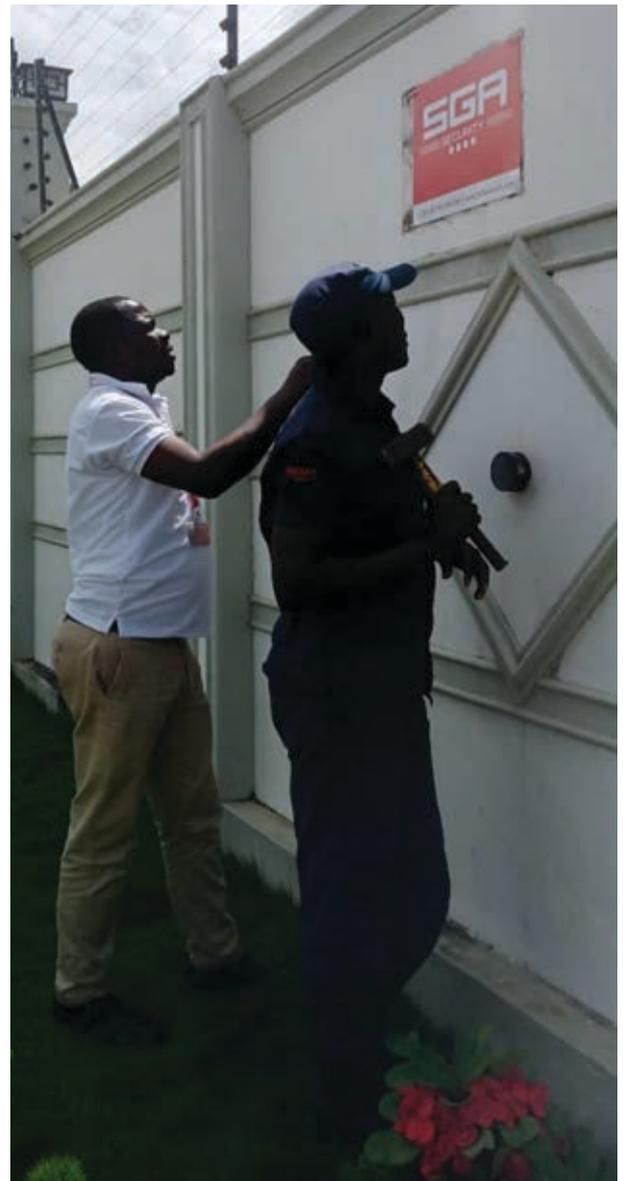
SGA was amongst the exhibitors at the Dar Construction Expo that happened at the Diamond Jubilee in Dar es Salaam.



➤ The Customer Service Week in Pictures

The first week of October marked the customer service week, a global event that goes into appreciation of the customers. SGA Tanzania was busy in that week with meeting customers in their places of business or residences. The various also took time to change the gate signs which were faded to give a facelift and signifies rejuvenation of our relationship with the customer. SGA offered free training on security awareness, first aid, firefighting and emergency response. Here below are various pictures of staff in different branches handling that task.

DAR ES SALAAM





DODOMA



MWANZA



HAPPY CUSTOMER SERVICE WEEK - 2023

MBEYA



ARUSHA



➤ North Mara News

Our team in Barrick North Mara received an invitation to attend graduation of Reserve Military (Mgambo). Victor Gaudence, Asst Contract Manager, attended and represented both SGA and the Asset Protection Department of Barrick.



Maafali yameisha salama SGA & Barricks (Asset Protection Department) has been well represented



➤ **MBEYA** Visit



Admin Manager,
Holythur Mlambiti,
addressing Mbeya
officers during his visit.

➤ Farewell and Gratitude

From Joakim Sabana

Farewell and Gratitude - Reflecting on Our Nine-Year Journey Together

Dear colleagues,

As I sit here and contemplate the incredible journey we have shared over these past nine years, a mix of emotions fills my heart. Today, I write this farewell note to express my deepest gratitude and bid you all farewell, as I embark on the next chapter of my life's journey.

It feels like just yesterday that I first joined this remarkable team, filled with youthful enthusiasm and unbridled excitement. Through the years, we have weathered many storms and celebrated numerous victories together. Our collective dedication, hard work, and camaraderie have been the pillars of our success.

I am truly humbled and inspired by the memories we have created, the challenges we have overcome, and the friendships we have forged. Each one of you has played a vital role in making my experience here unforgettable. From the countless coffee breaks, team-building events, and late-night brainstorming sessions, we have shared laughter, tears, and countless moments of support.

I am deeply grateful for the knowledge and skills I have acquired during my time here, all thanks to your guidance and mentorship. Together, we have grown both personally and professionally, facing obstacles head-on and continually pushing boundaries.

Inevitably, change is part of life's journey. As I move forward onto new horizons, I carry the memories we have made and the lessons we have learned together. While I may be leaving this physical space, I will always carry a piece of each of you with me. Please know that I am only a phone call or email away, should you ever need anything or simply want to catch up.

As individuals, we have all grown and evolved, contributing our unique talents and perspectives to this collective tapestry. Each one of you has left an indelible mark on my life, and I sincerely hope that our paths will cross again in the future.

In closing, I extend my heartfelt appreciation to each and every one of you for your unwavering support, friendship, and camaraderie throughout our nine-year journey together. You have made my time here truly remarkable, and I am eternally grateful.

I can be reached on the following contacts: joakimsabana@gmail.com and +254 70117165

Wishing you all the very best in your future endeavors. May your paths be filled with prosperity, joy, and fulfillment.

Farewell, my dear colleagues, until we meet again.

With warmest regards,

Kind regards,

Joakim Sabana



Mr Sabana (Centre) after addressing his last parade at Pepsi, Dar es Salaam.



➤ A Simple Formula for Making a Great Pitch

Even if you don't have "marketing" or "sales" in your job title, to be an effective communicator, you need to know how to pitch your ideas, concepts, and perspectives. Here's a four-step template to help you craft a concise, relevant, and persuasive pitch—without using any strong-arm tactics or gimmicks.

1. **"What if you could..."** Paint a picture of what your product, service, or idea makes possible.
2. **"So that..."** Connect your vision to a goal that's meaningful and relevant to the listener.
3. **"For example..."** Elaborate on your vision, making things concrete and illustrating use cases.
4. **"And that's not all..."** Demonstrate the potential of the idea by describing how it could grow and develop in the future.

➤ Examine Your Leadership Status

- *1. A leader is a servant to all. If you don't have the heart to serve others without looking for a reward, you are not yet a leader.*
- *2. If you can't withstand criticism and can't withstand and survive the havoc of hate speech, you are not yet a leader.*
- *3. If you don't have the power of forgiving and forgetting, you are not yet a leader.*
- *4. If you stop doing good because nobody recognizes your kind gesture, you are not yet a leader.*
- *5. If you see your followers making mistakes, but you keep quiet saying, "If they don't call me for advice, I will allow them to learn by experience." Your attitude depicts that you are not yet a leader.*
- *6. Do you have the "Pull Them Down Syndrome (PhD)"? When you see someone doing better than you, what do you do, encourage or pull them down?*
- *7. A genuine leader should not desire the downfall of his followers who are better than him/her.*
- *8. If you close doors for your subordinates because you are afraid they will be far better than you, you are not yet a leader.*
- *9. If you don't produce your kind. You are the only champion doing great and mighty things, you are not a good leader. Never forget that every good leader must have a better successor.*
- *10. As a leader, you must feed on knowledge. Don't be stagnant, improve yourself personally, spiritually, emotionally, professionally, mentally, relationally, sincerely, and educationally, so you can make an impact.*
- *11. As a leader, be a ladder for others to climb to the top. Don't pull them down. Your desire should be to make your followers better than yourself.*
- *12. Be humble, let them learn from your mistakes. Do not watch them grope in darkness when you can guide them as light.*
- *13. A leader should be compassionate. How can you be comfortable when your followers are living in abject poverty?*
- *14. A leader should have the heart of a father. A father leads and ensures his family is safe. A good leader should provide for his people sacrificially without using them for his agenda.*
- *15. A leader should have the heart of a mother. When the child is sick, the mother runs helter-skelter to ensure his/her quick recovery. Why do you pretend you don't know your followers are suffering?*
- *16. A leader should not allow evil people to make him wicked. No matter how good you are, some people will not like you.*
- *17. A leader should not allow evil to prevail in the land because of his interest. Sinful associates will want to build a nest of sin around an honest leader and entice him into it. Don't allow that. Do what is right for conscience's sake and leave the rest.*
- *18. A leader should not be partial in judgment. There is always the need for honest, sincere, and forthright leaders. We always need leaders who can be fair in judgment.*

19. Be a voice for the voiceless in society without fear or favour. Treat the rich and the poor alike with love and kindness. Do you have the loving heart of a leader?

20. You are probably wondering if this article is meant only for our leaders over there. You are wrong. It is meant for you. I mean you that is reading it now. You are a leader in your sphere of influence.

21. You wonder, "Really, I don't think so. I am just a follower." You are far from the truth. Believe it or not, you are a leader. You might be under training but know that you are a leader all the same.

22. Do you intercede for your people? A good leader lifts his followers to God in sincere heart-felt prayers all the time.

In your home etc, you are a leader. Start making an impact from there.

Remember charity begins at home.

*Wherever you are placed to watch over people, please be a good leader. *

Don't just be a leader, be a great one. Don't be selfish, greedy, and a cheat, subordinates are watching you.

Being a leader is a privilege. Don't misuse it, and neither should you take undue advantage of your subordinates.

You are a leader to nurture great minds into fulfilling their destiny.

➤ Ten Lessons From **Believing In Yourself**

1. Know your strengths and weaknesses. Everyone has strengths and weaknesses. The key is to know your own and use them to your advantage.

2. Set realistic goals. Don't set yourself up for failure by setting unrealistic goals. Start with small, achievable goals and gradually work your way up to bigger ones.

3. Take action. Don't just dream about it, do it! The only way to achieve your goals is to take action.

4. Never give up. There will be setbacks along the way, but don't let them discourage you.

Keep working hard and eventually you will succeed.

5. Be positive. A positive attitude will help you stay motivated and focused.

6. Surround yourself with positive people. The people you spend time with have a big impact on your success. Surround yourself with people who believe in you and support your goals.

7. Learn from your mistakes. Everyone makes mistakes. The important thing is to learn from them and move on.

8. Never compare yourself to others. Every

one is on their own journey. Focus on your own goals and don't worry about what others are doing.

9. Celebrate your successes. Take the time to appreciate your accomplishments. This will help you stay motivated and focused.

10. Help others achieve their goals. Helping others is a great way to boost your own confidence and self-esteem.

These are just a few of the lessons from believing in yourself. It is a journey, not a destination.

It takes time and effort, but it is worth it. When you believe in yourself, you can achieve anything you set your mind to.

➤ Books Corner

Ten powerful lessons from the book "The Rules of Thinking" by Richards Templar

"The Rules of Thinking" by Richard Templar offers valuable lessons for improving our thinking patterns and enhancing our mental processes.

Here are some key lessons from the book:

1. Be aware of your thoughts: The first step towards improving your thinking is to be conscious of your thoughts. Pay attention to your internal dialogue and identify any negative or unproductive thinking patterns.

2. Challenge your assumptions: Question your assumptions and beliefs to avoid falling into cognitive biases. Be open to different perspectives and consider alternative explanations before forming

conclusions.

3. Embrace curiosity: Cultivate a curious mindset and seek to expand your knowledge and understanding. Ask questions, explore new ideas, and never stop learning. Curiosity fuels creativity and critical thinking.

4. Practice mindfulness: Develop the habit of being present in the moment. Mindfulness helps you focus your thoughts, reduce distractions, and make better decisions. It also enhances self-awareness and emotional intelligence.

5. Develop problem-solving skills: Enhance your ability to solve problems by breaking them down into manageable parts. Use logical reasoning, gather relevant information, and consider multiple solutions before making a decision.

6. Cultivate optimism: Adopting a positive mindset can significantly impact your thinking. Optimism helps you see opportunities in challenges, boosts resilience, and encourages creative thinking.

7. Manage your emotions: Emotions can influence our thinking processes. Learn to recognize and regulate your emotions effectively. Avoid making impulsive decisions driven solely by emotions.

8. Embrace failure as a learning opportunity: Mistakes and failures are inevitable. Instead of dwelling on them, view them as valuable learning experiences. Analyze what went wrong, extract lessons, and use them to improve your future thinking

and decision-making.

9. **Develop critical thinking skills:** Sharpen your ability to evaluate information critically. Question the source, validity, and reliability of information before accepting it. Develop your analytical skills to make informed judgments.

10. **Foster a growth mindset:** Believe in your ability to learn and grow. Embrace challenges, persist in the face of setbacks, and view failures as stepping stones to success. A growth mindset encourages continuous improvement and expands your thinking capabilities.

Remember, improving your thinking is an ongoing process.

By implementing these lessons from "The Rules of Thinking," you can enhance your cognitive abilities and develop a more effective and productive thinking style.

➤ How to Move Forward After a Coworker Undermines You

Have you ever felt undermined by a colleague in a meeting? It can be difficult to know how to cope when your coworker interrupts you, makes a snide remark, or shoots down your idea in front of others. Here are some strategies that can help you move forward productively.

Consider your own behaviour. Ask yourself: Am I creating tension on the team—unintentionally? What can I do to set a positive tone in team meetings? How can I be a more encouraging and supportive colleague?

Model how to reframe feedback. One way to influence an overly negative colleague is to model constructive criticism. Follow any critical comment with “but” or “and” statements. For example, you might say: “This project timeline is risky and may miss the original deadline—but if we build in the proper contingencies, we should still be on target to accomplish our goals.”

Check in with your manager. Gauge your boss’s perspective on the team’s dynamics to make sure your interpretation is accurate.

Seek internal validation. Being criticized can lead you to feel insecure or defensive. And while it’s natural to seek validation from others when your confidence is shaken, it’s also important to validate yourself. You can do this by learning new skills, attending conferences, volunteering to help others, or taking on a stretch goal that will push you out of your comfort zone.

➤ 5 transferable skills that recruiters love the most

Learning new skills and refining the ones you have is an important part of growing as a professional. Staying static is not an option: Keep pushing forward by embracing personal and professional growth.

Forbes contributor, Sho Dewan, is a former recruiter and head of talent development, and he put together a list of 5 transferable skills that recruiters love the most:

1. Small Talk (Communication): In the eyes (or ears) of a recruiter, small talk signals good communication skills. There are a lot of resources out there that can help you learn the fundamentals, but practice and preparation will go a long way. For a job interview, know your audience, work on the best way to deliver your message, and try to make it a natural, two way conversation.

2. Growth Mindset: Companies and hiring managers are looking for candidates who show excitement and ambition for taking things to the next level.

3. Adaptability: Discuss big wins from your career where you needed to pivot in a different direction, or examples of when you handled a major change and remained resilient.

4. Creative Thinking: Creativity isn't just for those in marketing and PR. Creative thinkers can help push an organization to new heights.

Emotional Intelligence: Exhibiting empathy and being compassionate are signs of future leaders, and recruiters will note this.

➤ Eleven Powerful Lessons To Learn From A Hen.

1. She first lays enough eggs before sitting on them

GOOD PLANNING.

2. When she starts sitting on her eggs, she minimizes movements

DISCIPLINE.

3. She physically loses weight while sitting on her eggs due to decreased feeding

SACRIFICE AND SELF DENIAL

4. She can sit on eggs for another hen

INDISCRIMINATION AND GENEROSITY.

5. She sits on her eggs for twenty one (21) days, patiently waiting, even if they do not hatch, she will lay eggs again

FAITH, HOPE AND NOT DISCOURAGED.

6. She detects unfertilized eggs and rolls them out

SENSITIVE AND DISCERNING.

7. She abandons the rotten eggs and starts caring for the hatched chicks even if it is only one

WISDOM, CONSCIOUSNESS, AND REALISTIC

8. No one touches her chicks

PROTECTIVE AND LOVE.

9. She gathers all her chicks together

UNITY OF PURPOSE.

10. She cannot abandon her chicks before they mature

MENTORSHIP.

11. She is always at the front of her chicks.

LEADERSHIP

➤ 22 Things Happy People Do Differently

1. Don't hold grudges.

Happy people understand that it's better to forgive and forget than to let their negative feelings crowd out their positive feelings. Holding a grudge has a lot of detrimental effects on your wellbeing, including increased depression, anxiety, and stress. Why let anyone who has wronged you have power over you? If you let go of all your grudges, you'll gain a clear conscience and enough energy to enjoy the good things in life.

2. Treat everyone with kindness.

Did you know that it has been scientifically proven that being kind makes you happier? Every time you perform a selfless act, your brain produces serotonin, a hormone that eases tension and lifts your spirits. Not only that, but treating people with love, dignity, and respect also allows you to build stronger relationships.

3. See problems as challenges.

The word "problem" is never part of a happy person's vocabulary. A problem is viewed as a drawback, a struggle, or an unstable situation while a challenge is viewed as something positive like an opportunity, a task, or a dare. Whenever you face an obstacle, try looking at it as a challenge.

4. Express gratitude for what they already have.

There's a popular saying that goes something like this: "The happiest people don't have the best of everything; they just make the best of everything they have." You will have a deeper sense of contentment if you count your blessings instead of yearning for what you don't have.

5. Dream big.

People who get into the habit of dreaming big are more likely to accomplish their goals than those who don't. If you dare to dream big, your mind will put itself in a focused and positive state.

6. Don't sweat the small stuff.

Happy people ask themselves, "Will this problem matter a year from now?" They understand that life's too short to get worked up over trivial situations. Letting things roll off your back will definitely put you at ease to enjoy the more important things in life.

7. Speak well of others.

Being nice feels better than being mean. As fun as gossiping is, it usually leaves you feeling guilty and resentful. Saying nice things about other people encourages you to think positive, non-judgmental thoughts.

8. Never make excuses.

Benjamin Franklin once said, "He that is good for making excuses is seldom good for anything else." Happy people don't make excuses or blame others for their own failures in life. Instead, they own up to their mistakes and, by doing so, they proactively try to change for the better.

9. Get absorbed into the present.

Happy people don't dwell on the past or worry about the future. They savor the present. They let themselves get immersed in whatever they're doing at the moment. Stop and smell the roses.

10. Wake up at the same time every morning.

Have you noticed that a lot of successful people tend to be early risers? Waking up at the same time every morning stabilizes your circadian rhythm, increases productivity, and puts you in a calm and centered state.

11. Avoid social comparison.

Everyone works at his own pace, so why compare yourself to others? If you think you're better than someone else, you gain an unhealthy sense of superiority. If you think someone else is better than you, you end up feeling bad about yourself. You'll be happier if you focus on your own progress and praise others on theirs.

12. Choose friends wisely.

Misery loves company. That's why it's important to surround yourself with optimistic people who will encourage you to achieve your goals. The more positive energy you have around you, the better you will feel about yourself.

13. Never seek approval from others.

Happy people don't care what others think of them. They follow their own hearts without letting naysayers discourage them. They understand that it's impossible to please everyone. Listen to what people have to say, but never seek anyone's approval but your own.

14. Take the time to listen.

Talk less; listen more. Listening keeps your mind open to others' wisdoms and outlooks on the world. The more intensely you listen, the quieter your mind gets, and the more content you feel.

15. Nurture social relationships.

A lonely person is a miserable person. Happy people understand how important it is to have strong, healthy relationships. Always take the

time to see and talk to your family, friends, or significant other.

16. Meditate.

Meditating silences your mind and helps you find inner peace. You don't have to be a zen master to pull it off. Happy people know how to silence their minds anywhere and anytime they need to calm their nerves.

17. Eat well.

Junk food makes you sluggish, and it's difficult to be happy when you're in that kind of state. Everything you eat directly affects your body's ability to produce hormones, which will dictate your moods, energy, and mental focus. Be sure to eat foods that will keep your mind and body in good shape.

18. Exercise.

Studies have shown that exercise raises happiness levels just as much as Zoloft does. Exercising also boosts your self-esteem and gives you a higher sense of self-accomplishment.

19. Live minimally.

Happy people rarely keep clutter around the house because they know that extra belongings weigh them down and make them feel overwhelmed and stressed out. Some studies have concluded that Europeans are a lot happier than Americans are, which is interesting because they live in smaller homes, drive simpler cars, and own fewer items.

20. Tell the truth.

Lying stresses you out, corrodes your self-esteem, and makes you unlikeable. The truth will set you free. Being honest

improves your mental health and builds others' trust in you. Always be truthful, and never apologize for it.

21. Establish personal control.

Happy people have the ability to choose their own destinies. They don't let others tell them how they should live their lives. Being in complete control of one's own life brings positive feelings and a great sense of self-worth.

22. Accept what cannot be changed.

Once you accept the fact that life is not fair, you'll be more at peace with yourself. Instead of obsessing over how unfair life is, just focus on what you can control and change it for the better.

➤ **Good Work Habits Drive Success.**

It's important to develop and maintain good work habits. If consistently maintained, good work habits drive success, resulting in an employee contributing more, increasing their job satisfaction while creating richer relationships between peers, colleagues and their reporting Manager.

1. Learn to take and even seek out, constructive feedback

A key factor in becoming a better employee is to be open and receptive to constructive feedback. For the most part, managers who offer these insights are the most effective leaders as they are attempting to help you avoid making the same / similar mistakes in the future and ultimately, to better yourself.

2. Present solutions, not problem

Offering solutions to counter a given issue is an essential practice. Providing problems only can present an employee as a person who lacks initiative, drive or even creativity. The exercise of presenting this balanced approach can assist in developing another essential practice: critical thinking.

3. Be organized

It is very difficult to be a high performer if you aren't organized. Utilize the resources you have available to you – even simple practices such as color-coding your calendar is a great way to organize specific types of events, and preparing a work plan outlining critical tasks for the following day will provide great momentum.

4. Be dependable

One of the most important work habits you can have is to be dependable. If you're someone your boss knows they can count on, you will reap the benefits. Attending meetings prepared, completing and presenting quality work on time, volunteering for projects and / or jumping in to help out teammates, are all good examples of work habits that demonstrate dependability.

5. Allow more time than you think you need for everything

Plan and consider your time carefully, take into account the distractions and potential disruptions in your day-to-day. Be realistic when devoting time to certain projects. This could even include commute time. Giving yourself more time will ensure you have less stress in your workday.

WORK HABITS 2**6. Ask questions**

Whether you're a new or veteran employee, it is inevitable that eventually, you'll come across something you don't know how to do or how

to answer. In this situation, it's a good work habit to simply ask questions and clarify the details of the information you have been provided. No one expects that you have all the answers.

7. Be willing to say you don't know

Many people will try to give some semblance of an answer to a question, even when they don't actually know. This practice can lead to the spread of misinformation. Admit that you don't know the answer, and then commit to finding out what it is. You will be respected far more for admitting a gap in your knowledge than if you were to fabricate a response.

8. Ask for and offer help

No one can do everything alone, but many people are often hesitant to ask for help. If you don't know how to do something, try to get comfortable asking someone for help – it's a much better alternative to fumbling around on your own and possibly making mistakes. Also in that vein, knowing that people are reluctant to ask for help, you can offer your assistance if you see that it is required. Be sure to understand the context of the problem before doing so

though, or it may just become more of a hindrance rather than help.

9. Always do your best

Sometimes, we can be tempted to phone it in, or do the minimum for a task. Try to get into the good work habit of always doing your best at whatever job you are given, even if it is menial or seems unimportant. This will contribute to your coworkers and supervisors seeing you as dependable, and a good worker.

10. Go above and beyond

If you find the opportunity to, going above and beyond can be a great work habit to get into. Not only will you feel personal satisfaction at having done a great job at your task, but the people who benefit from your hard work will also be very appreciative, whether they are a customer or coworker.

11. Be kind

This work habit seems simple, but it can be very effective. Simply being kind to your coworkers, doing your work with a smile, avoiding office gossip, etc. can greatly increase office morale and make the workplace culture much more positive.

12. Look at problems as opportunities

Shifting your perspective to a more positive one is a great work habit to master. Seeing things as problems will cast them in a negative light and make them more difficult to do. Viewing them as opportunities to showcase your skills and strengths will make the task much more palatable.

13. Keep personal problems out of the workplace

Make sure you set a clear line between work and personal life. Excessive talk about your personal problems can influence how confident your supervisor and coworkers are in your ability to do a job, and could also bring your judgment into question.

14. Listen to people carefully

Often, people will listen to someone until they hear something they want to react to, and interrupt. It's a good work habit to

listen actively, absorbing as much of the information as you can. You can ask questions at the end and often enough you won't have to if you listen carefully.

WORK HABITS 4**15. Stop procrastinating**

This is the simplest and one of the most important of good work habits – stop procrastinating! Commit to doing whatever work needs to be done, and don't put it off. Planning your day and giving yourself ample time to execute your tasks will keep you tracking.

➤ Could you have a more **successful business** by **NOT competing?**

By Sunny Bindra on Oct 08, 2023 07:00 am



Last week I offered some life advice: don't compare, don't compete. The key points were these: that you will have a richer life if you focus on yourself, not others; that you will actually thrive more by comparing yourself against your earlier selves rather than outsiders; and you will be released from the daily angst and tension of winning and losing against others.

Can this advice translate to the world of business, though? Isn't competition the lifeblood of the marketplace? If we are all out to capture the same customer and the same wallet, must we not be in the game to outdo one another? Isn't it really winner-takes-all out there?

Let me put this controversial view to you today. No, the best businesses do not actually succeed by competing. They don't mimic, they don't benchmark, they don't use market share as a leading indicator.

Let's first look at what might be wrong with a competition mindset. When we benchmark against the rest and try to be little better in quality, a tad faster in service, or marginally cheaper, what are we doing? We are on a reactionary path. We don't set our own course;

we just keep an eye on competitors, and keep responding to what they're doing. You might gain some short-term wins this way, but in the long run you will find a serious problem: you won't have any distinctive identity in the market.

What's the alternative? Simply, to aim to be better this year than you were last year. What does this inward focus achieve? Two biggies. One, it trains your attention on winning against yourself, not against outsiders—and that leads to more sustainable advancement. Two, it paves the way for true innovation to occur. Instead of playing the mediocre game of incremental adjustments against competitors, you are free to look for bolder strides—new market spaces, or game-changing offerings.

The true win is that when you look away from competitors, you can train your gaze on customers. Instead of spending all your time and energy trying to analyze, imitate, or outdo competitors, you could be focused on your customers: understanding them better; building deeper relationships with them; innovating to meet their needs; improving your internal processes to serve them better. Weirdly, you might create better value for your customers by not trying to compete for them!

Some of the world's most renowned competitors do it this way. They don't try to be better than the pack; they try to be different from it. The likes of Apple, Tesla, Patagonia, and Amazon did not study their competitors and try to make their offerings a little more compelling; they set out to mesmerise their customers with all-new ways of mattering in their lives. Closer to home, Safaricom, in introducing M-PESA, was not trying to be like banks, and it wasn't even trying to be like any known telco in the world. It was forging ahead alone, without comparators, to create a

whole new type of offering.

Our real work in business is not to gain a few share points against competitors; it is to solve problems and create ease in the lives of our customers. When we do that well, we assume the position against our competitors that we deserve.

In my recent book *Up & Ahead*, I ask: what's your time horizon? If it's just a few years, then you are going to find yourself trapped in a very short-term game of competitive strategy—gaining and conceding, advancing and retreating, moving up and down the market-share tables. On the other hand, you could be playing what Simon Sinek calls an infinite game—that of staying useful and relevant to your customers in perpetuity.

A finite game is obsessed with taking share off competitors, of hitting stretch targets for a few quarters, of clocking big personal bonuses. The infinite game requires you to aim to be around for generations by staying useful and valuable to customers, as times change and needs evolve.

Which game is your business in? What is your regular talk and focus, in board meetings and c-suites? Is it about using fear and greed to drive a frenzy to suck more value out of customers, by up-selling, cross-selling, out-selling? Or is it a calmer, more studied approach that says let's deserve to stay in the market, through the strength of our offerings?

How would you focus on getting your own business better by reflection rather than comparison? Your conversations and measures would be about things like the following: improving the customer experience; boosting product quality; enriching internal talent density and work environment; helping employ-

ees to enjoy their work; tracking the lives of customers to see where their pain-points lie and where their hopes dance.

In business, unlike in most sports, we are not usually in a time-bound win-lose game against opponents. There can be many winners. We can all advance by building our own strategic identity, and doing what we do in distinctive, special ways. But you need patience for that, and wisdom. Until those traits appear in your leadership, you are probably condemned to playing the short and ugly game.

The Benefits of *Laughter*



➤ Health Corner

What preventive measures can I take to reduce my risk of developing prostate problems?

Prostate problems are a concern that many men face as they age. These issues can range from benign conditions like enlarged prostate (benign prostatic hyperplasia, or BPH) to more serious conditions like prostate cancer. The good news is that there are various preventive measures that individuals can adopt to reduce their risk of developing prostate problems. By making informed lifestyle choices and being proactive about their health, men can take significant steps to maintain a healthy prostate and overall well-being.

Understanding the Prostate

Before delving into preventive measures, it's important to have a basic understanding of the prostate gland and its role in the male reproductive system. The prostate is a small walnut-shaped gland located below the bladder and in front of the rectum. Its primary function is to produce seminal fluid, which nourishes and transports sperm. Howev

er, as men age, the prostate may undergo changes that can lead to various problems, including urinary difficulties and even cancer.

Preventive Measures

Healthy Diet: A well-balanced and nutrient-rich diet is crucial for overall health, including prostate health. Incorporating a variety of fruits, vegetables, whole grains, lean proteins, and healthy fats can provide essential vitamins, minerals, and antioxidants that contribute to a strong immune system and reduced inflammation. Tomatoes, for instance, contain lycopene—a powerful antioxidant linked to lower prostate cancer risk. Additionally, cruciferous vegetables like broccoli, cauliflower, and Brussels sprouts are known to contain compounds that may help combat cancer.

Limiting Red Meat and Dairy Intake:

Consuming excessive amounts of red meat and high-fat dairy products has been associated with an increased risk of prostate problems. These foods can contribute to inflammation and may contain compounds that

affect hormone levels. Opting for lean protein sources like fish, poultry, and plant-based proteins can be a healthier alternative.

Hydration: Staying adequately hydrated is vital for maintaining overall health and ensuring the proper functioning of various bodily systems, including the prostate. Drinking plenty of water helps flush out toxins and promotes healthy urinary function.

Regular Exercise: Engaging in regular physical activity offers numerous benefits, including weight management, improved cardiovascular health, and better circulation. Studies suggest that regular exercise might help reduce the risk of prostate problems. Aim for at least 150 minutes of moderate-intensity aerobic activity or 75 minutes of vigorous-intensity aerobic activity each week, combined with muscle-strengthening activities on two or more days.

Maintaining a Healthy Weight:

Excess weight, particularly around the abdomen, has been linked to an increased risk of prostate problems.

Being overweight or obese can lead to hormonal imbalances and inflammation, which may contribute to the development of prostate issues. Achieving and maintaining a healthy weight through a balanced diet and regular exercise is crucial.

Moderating Alcohol Consumption: While moderate alcohol consumption may have some health benefits, excessive drinking can lead to inflammation and contribute to an increased risk of certain health problems, including prostate issues. If you choose to consume alcohol, do so in moderation, adhering to recommended guidelines.

Tobacco Avoidance: Smoking is detrimental to overall health and has been associated with an increased risk of prostate problems. Quitting smoking offers numerous health benefits and reduces the risk of various diseases, including prostate cancer.

Regular Health Screenings: Early detection plays a pivotal role in managing prostate problems. Regular health check-ups and prostate-spe-

cific antigen (PSA) tests are recommended, especially for men over the age of 50 or those with a family history of prostate issues. PSA tests can help detect potential problems early, enabling timely intervention if necessary.

Stress Management: Chronic stress can have negative effects on the body, including the prostate. Practicing stress-reduction techniques such as meditation, deep breathing, yoga, and mindfulness can contribute to overall well-being and may indirectly help reduce the risk of prostate problems.

Safe Sexual Practices: Engaging in safe sexual practices can help reduce the risk of sexually transmitted infections (STIs), which can affect prostate health. Using protection and having open conversations about sexual health with partners are important steps in maintaining a healthy prostate.

Taking preventive measures to reduce the risk of developing prostate problems is an essential aspect of maintaining overall health and well-being. By adopting a healthy lifestyle that includes a balanced diet, regular exercise, and stress management, men can significantly lower their risk of prostate-related issues. Additionally, being proactive about regular health screenings and maintaining a healthy weight are key components of a comprehensive approach to prostate health. As research continues to uncover more about the intricate relationship between lifestyle choices and prostate problems, individuals can make informed decisions to promote a healthy prostate and enhance their quality of life.

➤ How Much Does A Cup Of Hatred Cost

By Godwin Daniel

I never knew it was that costly. I wanted to know the cost of HATRED, so I decided to branch to a shop where it's being sold.

As a good Businessman who was looking for a buyer, the Sales man rushed out to ask what I wanted.

I told him I wanted just a cup of hatred, and then he smiled and asked if I can afford it.

'How much does a cup cost?' I asked?!

Hmmmm! He took in a deep breath, then started:

1. It will first of all take away your inner peace.
2. It will cost you incurable worries.
3. It will eat up your heart.
4. You will be deeply bitter whenever you set your eyes on the person you hate.
5. When others are celebrating him or her, you will always be looking for why he or she doesn't deserve it.
6. You will become so weak and tired of seeing the person.
7. Whenever he or she laughs, you will cry.
8. While others are busy planning their future, you will be busy looking for how to pull him or her down.
9. The Spirit of God will leave you and you will become the temple of devils where demons reside.
10. You will begin to have different health issues like High Blood Pressure, Diabetics, Stroke, Cancer, Liver Disease, Kidney Disease, etc, as long as you drink from the cup of Hatred, Bitterness, Grudge, Unforgiveness, Malice, Anger, Jealousy, Envy, Resentment.
11. Worse still, prayers or drugs cannot help much because you have disobeyed the natural and supernatural laws.
12. You will die.

The seller was still counting what a cup of hatred will cost me, when I shunned him, realizing how EXPENSIVE hatred is.

I left because I knew deep down I could not afford it.

I refuse to pay such a huge amount when I can LOVE so easily and cheaply.

Brethren, don't allow anybody to take away your joy and sell or give you hatred.

Avoid gossips, bitterness, anger, etc because a lot of times, it is what you hear about somebody that breeds hatred.

Don't die.

The person you are busy planning his downfall and/ or celebrating his perceived misfortune because of hatred, has since reconciled with success and moved on with prosperity.

Stay Safe & stop HATE.



➤ 40 Success Quotes:

1. "Success is not the key to happiness. Happiness is the key to success. If you love what you are doing, you will be successful." - Albert Schweitzer
2. "Success is not in what you have, but who you are." - Bo Bennett
3. "Success is not final, failure is not fatal: It is the courage to continue that counts." - Winston Churchill
4. "Success is not the absence of failure; it's the persistence through failure." - Aisha Tyler
5. "Success is not about the destination, but the journey." - Zig Ziglar
6. "Success is not measured by money, but by the impact you have on others." - Unknown
7. "Success is not about being the best, but becoming your best self." - Unknown
8. "Success is not about how much you accomplish, but how you inspire others to accomplish." - Unknown
9. "Success is not about luck, it's about hard work and dedication." - Unknown
10. "Success is not about the applause, but the satisfaction of knowing you gave it your all." - Unknown
11. "Success is not about the number of times you fall, but the number of times you get back up." - Unknown
12. "Success is not about being perfect, but embracing your imperfections." - Unknown
13. "Success is not about what you have, but who you become in the process." - Unknown
14. "Success is not about the size of your bank account, but the size of your heart." - Unknown
15. "Success is not about the destination, but the lessons learned along the way." - Unknown
16. "Success is not about winning every battle, but choosing the battles worth fighting for." - Unknown
17. "Success is not about the accolades, but the impact you make on others." - Unknown
18. "Success is not about the possessions you accumulate, but the memories you create." - Unknown
19. "Success is not about the title, but the influence you have on others." - Unknown
20. "Success is not about the quantity, but the quality of your relationships." - Unknown
21. "Success is not about the fame, but the fulfillment of living your purpose." - Unknown
22. "Success is not about the destination, but the person you become in the process." - Unknown
23. "Success is not about the material possessions, but the intangible values you hold dear." - Unknown

24. "Success is not about the external validation, but the internal satisfaction." - Unknown
25. "Success is not about the shortcuts, but the long-term commitment." - Unknown
26. "Success is not about the competition, but the collaboration." - Unknown
27. "Success is not about the quantity of your achievements, but the quality of your character." - Unknown
28. "Success is not about the destination, but the growth you experience along the way." - Unknown
29. "Success is not about the size of your dreams, but the determination to pursue them." - Unknown
30. "Success is not about the applause, but the fulfillment of knowing you gave it your all." - Unknown
31. "Success is not about the destination, but the lessons learned from the journey." - Unknown
32. "Success is not about the number of followers, but the impact you have on their lives." - Unknown
33. "Success is not about the recognition, but the satisfaction of knowing you made a difference." - Unknown
34. "Success is not about the destination, but the person you become in pursuit of it." - Unknown
35. "Success is not about the possessions, but the experiences that enrich your life." - Unknown
36. "Success is not about the external validation, but the internal fulfillment." - Unknown

37. "Success is not about the shortcuts, but the perseverance through challenges." - Unknown
38. "Success is not about the competition, but the collaboration that leads to greatness." - Unknown
39. "Success is not about the quantity of achievements, but the quality of your character." - Unknown
40. "Success is not about the destination, but the growth and transformation you undergo."



SUCCESS

➤ Do you have the courage to be disliked?

By Sunny Bindra on Oct 22, 2023



Years ago I was watching *The Simpsons*, that cartoon series with a real bite to it. Young Bart faced a moral dilemma at school, and was asking his dimwit father, Homer, for advice: “Dad, is it more important to be popular, or to do the right thing?” Homer’s quick response: “You’ve gotta be popular, son. If you’re not popular you’re doomed!”

There are many Homers amongst us. We seem to be wired to seek to be liked, appreciated, popular. To have people fond of us or cherishing us fulfils a basic human need—that of belonging to a group. We feel a warm emotional glow inside us when we feel wanted and appreciated.

But to chase after this feeling is to chase a mirage.

I referred recently on this page to a book with a rather contrarian title: *The Courage to be Disliked*, by Ichiro Kishimi and Fumitake Koga. Let me tackle its central subject head-on today. Why would anyone want to be disliked?

Consider first that there are many problems created by the need to be liked. Popularity is ethereal and transient, and often achieved for the most dubious of reasons. You might be in today, but you could just as easily be out tomorrow. The game resets every day. Winning today only means that you win today—tomorrow is another game. You never really cross the finish line, because you could soon be back to the starting block.

The minute you hang your self-worth on the judgement of others, you have constructed a terrible prison for yourself. Others now dictate the terms of your happiness. They decide for you whether you are worth anything; you have relinquished all agency. External juries rule you, and they rule not through wisdom, but by the shifting winds of public opinion. You are now part of everything that is shallow in this world, and you are trapped.

Consider also that it is impossible to be liked by all. Even those pursuing the most selfless, generous lives were disliked intensely by some in their ambit. Jesus was nailed to the cross. Mother Teresa was accused of indulging in the promulgation of suffering. Mahatma Gandhi was assassinated by a section of the people whose independence he fought for. Martin Luther King Jr faced opposition not just from white supremacists, but also more radical black activists. Joan of Arc was burned at the stake, despite leading her people to significant victories. Socrates was forced to drink poison by his own state.

You can't be liked by everyone—and that's not only OK, it's good. To be liked by everyone is to stand for nothing. To gain universal approval is to play so safe that any semblance of individual identity has been scrubbed away. The greatest amongst us have never been universally liked. They challenged the status quo, they ruffled many feathers, they dared to be different. They were opposed and fought, but they had something the so-popular never will: they had purpose—a cause bigger than themselves, and one predicated on helping others.

The antidote to poisonous popularity is authenticity—the freedom to be who you are. Having some personal values and principles, and staying true to them, bestows a deeper meaning to life. When you are authentic, you will attract people who believe what you believe, and who respect the way you do things. That might be a thousand people, or it might be ten. The point is to free yourself from the shackles of a numbing, dumbing need to be liked.

Your worth comes from you, and from the lives you have a genuine impact on. It doesn't come from the applause or opinions or likes of the multitudes. Praise and adoration are temporary drugs delivering short-lived highs. It is better to be appreciated deeply by those who truly value you as you are, rather than be admired superficially by the throngs and legions who are fooled by the show you are putting on.

A caveat, though—and it's a big one. You should not aim or hope to be disliked! That is also done by some, those who court controversy and offer astringent viewpoints with the intention of alienating some people while attracting their fellow haters. The instigation and cultivation of hate is never admirable.

The deeper point is to live your life without making popularity and external appreciation one of its core aims. It is to get on with your life on your terms, and let popularity or its lack ensue.

The calmest people I have known have this demeanour. They don't set out to agitate anyone or to behave badly. They don't worry about who likes them and who doesn't. They are simply true to themselves and their own sense of higher purpose. Popularity is not a goal, but it might become a bonus, a side-effect. To be disliked is also not a goal, but neither is it something they are afraid of. They have the courage to be disliked, and that has given them the freedom to be themselves and to live by principle. I have written these words. Some of you may like them, others may not. I'm cool with that.

(Sunday Nation, 22 October 2023)

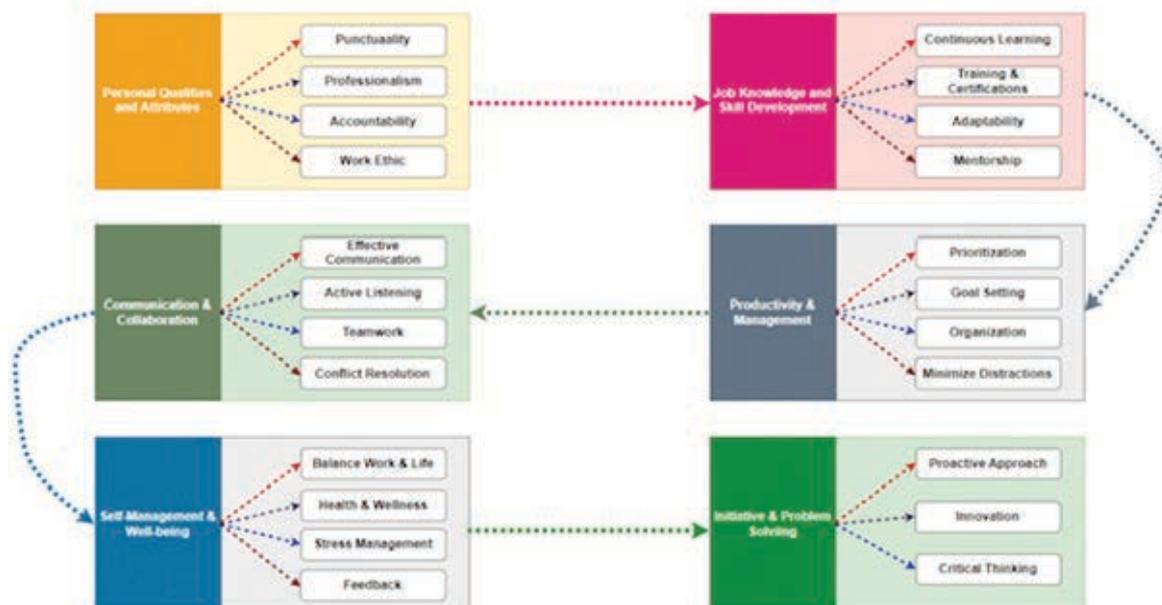


Develop a strategy by asking yourself these questions

Source: @business2success | Infographic design by agrassoblog.org for educational and motivational purposes



How To Be A Good Employee





HOW ADAPTABLE ARE YOU? DO YOU HAVE A FIXED OR FLEXIBLE MINDSET?



A FIXED MINDSET

- limits adaptability
- blocks collaboration
- curbs learning from mistakes & setbacks
- decreases resilience

A FLEXIBLE MINDSET is key to SITUATIONAL ADAPTABILITY



➤ Maswali muhimu ya kujiuliza kuhusu kazi uliyonayo sasa

Kila mmoja wetu anakubali kwamba kazi ndio msingi wa maendeleo. Na hata maandiko yameeleza kwamba asiyefanya kazi na asile. hivyo ni muhimu sana Kwa kila moja wetu kufanya kazi kwa maendeleo yake binafsi na ya taifa kwa ujumla

Katika moja ya Makala tuliwahi kujadili kwamba kama unataka kufanikiwa ufanye kazi. Kikubwa tulichojifunza kwenye Makala hiyo ni kwamba ni muhimu kupenda kazi unayoifanya , vinginevyo itakuwa vigumu sana kufikia mafanikio makubwa Sasa leo naandika Makala hii kwako mfanyakazi ambaye jumatatu unaiona ni siku mbaya sana kwenye Maisha yako .Naandika kwako mfanyakazi ambaye umefanya kazi kwa miaka mitano kumi na hata ishirini lakini nado huoni mafanikio yoyote .Naandika Makala haya kwako mafanyakazi ambaye unaiona kazi yako kama mtego ambao ukitaka kuondoka unaona unakosa mengi Zaidi.

Naandika barua hii kwako mfanyakazi ambaye uko njia panda hujui uache kazi hiyo au uendelee na kazi hiyo.

Kuchoka

Kuna maswali muhimu ambayo unapaswa kujiuliza ili kujua kama kazi ulionayo sasa itakufikisha kwenye mafanikio au la.

Maswali sita muhimu ya kujiuliza

Jiulize maswali haya kama umeajiriwa na yatakuwa picha ya kazi yako ya mbeleni . jibu ndio au Hapana kwenye kila swali halafu baada utajua ni hatua gani kuchukua .

Je kazi yako ya sasa inakuridhisha?

Je, ni kazi ambayo inakupata amani ya moyo , unajisikia vizuri unapoifanya na unaridhika na kile unacholipwa kulingana na mchango unaotoa kwa mwajiri wako?

Je kuna nafasi ya wewe kupandishwa cheo?

Kwa hali ilivyo kwenye sehemu yako ya ajira kuna nafasi yawewe kupanda cheo Zaidi yahapo ulipo sasa. Na nafasi hiyo ni ya uhakika kiasi gani?

Je, kama ukipandishwa cheo itakusaidia kufikia malengo yako?

Kama ikitokea kwamba umepandishwa cheo , je nafasi hiyo itakuwezesha kufikia malengo yako kwenye Maisha ?au itaendelea kuwa sehemu ya matatizo kwako?

Je, utaweza kupata kazi unayopendelea zaidi, kama utaendelea kufanya kazi unayofanya sasa?

Kama utaendelea kufanya kazi hiyo je itakuwezesha kupata kazi nyingine ambayo unaipenda Zaidi?je kazi yako inakupata nafasi ya kuonesha uwezo mkubwa ulioko ndani yako?

Kwa nafasi unayofanya kazi unapata nafasi ya kuonesha uwezo mkubwa ulio ndani yako/ au unabakwa na kujikuta unafanya kazi zisizo na kiwango kikubwa na hivyo kupunguza uwezo wako?

Je unafahamu kazi unayoifanya?

Unapoamka asubuhi una shauku kubwa ya Kwenda kwenye kazi yako ? je unapoto

bidhaa au huduma unayotakiwa kutoa unakuwa na shahuku ya kufanya hivyo? Je masaaa yako ya kazi unaona ni kama sehemu ya kujifunza na kuonesha uwezo wako Zaidi au unatamani yaishe haraka na uondoke kazini?

Jibu maswali hayo kwa usahihi bila ya kuona aibu na kufanya unafiki. Kama umejibu Hapana kwenye swali lolote hapo juu anza kufikiria jinsi

ya kuondoka kwenye kazi hiyo unayofanya kwa sababu kuendelea kuifanya kutafanya Maisha yako yawe magumu.

Kufanya Maisha yako yaendele kuwa magumu kwa sababu kazi yako utaiona ngumu na mbaya kila siku na nafasi yawewe kufikia malengo yako itakua ngumu . kumbuka kama kazi yako inakupa msongo wa Mawazo sio mzuri kwa afya yako.

➤ Mabadiliko katika kazi yako huanza na wewe

Kuboresha utendaji wako katika kazi ni moja wapo ya faida inayotokana na mtu kuwa na Mawazo Chanya akilini mwako. Unapokuwa na mitazamo/Mawazo Chanya akilini mwako unaweza kufanya mambo mengi mazuri yenye manufaa kwa ajili ya Maisha yako hata kufikia hatua ya kuboresha utendaji wako wa kazi unapokuwa kazini.

Mambo kama haya huwa hayatokei kwa watu wengi sana. lazima ufahamu kuwa mafanikio yako katika kazi kwa kiasi kikubwa yanategemea mtazamo wako na jinsi gani unatumia muda wako unapokuwa kazini au katika shuguli yoyote ile ya Maisha yako.

Makala hii inalenga kukusaidia wewe binafsi jinsi unavyoweza kuboresha utendaji wako wa kazi unapokuwa kazini au katika shuguli yeyote ile.

Jifunze jinsi ya kusimamia vipaumbele vyako

Ili kuboresha utendaji wako katika kazi ni lazima uwe na uwezo wa kuweka vipaumbele . Lazima uweke tofauti au utenganishe kati ya vitu ambavyo ni muhimu na vyenye manufaa kwenye kazi yako na kwa ajili yako wewe mwenyewe na vitu vile ambavyo havina faida yoyote ile katika

kazi yako na ndani ya Maisha yako unapokabiliana na magumu mengi ya kila siku. Pia ni lazima uwe na hisia za haraka sana Pamoja na tabia za kuhakikisha kila kazi inafanyika kwa haraka sana.

Jaribu kuwa mtu mwenye mawazo /mtazamo Chanya

Njia nyingine inayo weza kuboresha utendaji wako unapokuwa kazini ni wewe na mitazamo Chanya kuhusu wewe mwenyewe Pamoja na kazi yako . kadri unavyozidi kuwa na ,mitazamo Chanya unapokuwa katika kazi ndivyo unavyofungua milango yenye fusa nyingine zaidi kuja kwako na kuanza kuboresha Maisha yako.

Boresha ujuzi wako

Boresha utendaji wako katika kazi kwa kuendelea kuboresha ujuzi wako kuhusiana na kazi unayoifanya na hakikisha kuwa mwajiri wako anajua kuhusiana na mipango yako.

Unaweza kutafuta kozi za ziada ambazo unaweza kuchukua ili kuboresha utendaji wako unapokua kazini. Vile vile unaweza

kujadili kozi pamoja na boshi wako . unaweza kumuuliza boshi wako ni vitabu gani ambavyo unahitaji kuvisoma au kuvisikiliza (audio books)

Kuwa na utu unapokuwa kazini

Lazima ufahamu kuwa asilimia 85 ya mafanikio yako katika kazi yatakuja kutokana na utu wako na uwezo wa kuwasiliana vizuri na wengine unapokuwa kazini au sehemu yeyote ile .

kwa hiyo ni muhimu sana wewe kuwa na heshima pamoja na nidhamu nzuri sana unapokuwa kazini pamoja na wafanyakazi wenziio. Tabia hii ya utendaji wako katika kazi bali pia itawafanya watu wengine wawe wanataka kukusaidia kutokana na tabia yako ya usikivu , heshima yako unapokuwa kazini . fanya mambo haya manne na utaona mabadiliko makubwa sana kwenye kazi yako.

11 PROVEN WAYS TO STAY FOCUSED AT WORK

Source: developgoodhabits.com | Infographic design by agrassoblog.org for educational and motivational purposes

<p>1 PUT YOUR PHONE ON SILENT MODE AND KEEP IT OUT OF SIGHT Your phone is a distraction that you are not likely to ignore if you notice it wants your attention.</p> 	<p>6 AVOID NEGATIVE PEOPLE Sometimes the best way to keep your focus is by not participating when co-workers vent about the issues they have with the company or your boss.</p> 
<p>2 GET ENOUGH SLEEP THE NIGHT BEFORE To be in top form during your working hours, you must develop the habit of being in bed before midnight.</p> 	<p>7 DO TASKS ACCORDING TO PRIORITY The Eisenhower Matrix is an effective decision-making tool for identifying which tasks need urgent attention.</p> 
<p>3 CONSCIOUSLY BE MORE POSITIVE IN THE WORKPLACE Bring in more positivity to counteract the negative attitudes of some co-workers.</p> 	<p>8 CHANGE YOUR MINDSET ABOUT THE WORK When you think of your work as drudgery, you will spend most of the workday trying to escape it.</p> 
<p>4 STAY HYDRATED Increase your daily water intake to stay alert and healthy. Your brain depends on sufficient hydration to function at its best.</p> 	<p>9 ORGANIZE YOUR WORK STATION Make sure that you organize your workspace so there is a place for everything that you use during the day.</p> 
<p>5 APPLY SOME TIME-MANAGEMENT STRATEGIES The Pomodoro technique is an effective way to get things done by breaking up your workload and accomplishing each task within 25-minute time blocks.</p> 	<p>10 PLAY INSPIRING MUSIC Choose background music that enhances your focus and inspires you throughout the day.</p> 
<p>11 CELEBRATE YOUR VICTORIES No matter how small they might be, your accomplishments in getting things done at work merit a celebration.</p> 	

➤ Appreciation



MWANANCHI COMMUNICATIONS LTD
Empowering the nation

A Subsidiary of Nation Media Group Company
P.O.Box 19754, Dar es Salaam

From: Managing Director
Date: August 29, 2023

SUBJECT: FIRE INCIDENT AT MWANANCHI COMMUNICATIONS LIMITED PREMISES

On the evening of August 29, a fire broke out in a storage facility at Mwananchi Communications Limited premises in Tabata Relini, Dar es Salaam, Tanzania. Fortunately the fire was contained quickly and no one was harmed during this unfortunate incident.

The origins of the fire are not clear at this point. Our highest priority is to protect the lives of those who work with us and to safeguard the community that surrounds us. MCL remains committed to the safety and wellbeing of its people. We will investigate the incident, and keep you informed.

Our business thrives on the patronage of our readers, and our many clients across our various businesses. We stand ready to continue to serve you across the board, from providing you with news that empowers your decision-making, to printing for you, to delivering your parcels safely.

We have enacted emergency measures to ensure that our print readers continue to find us in the newsstand, our client's contracts are honored and your cargo gets where it needs to be, all with the most minimal of disruptions.

For those who patronize our digital platforms, stay with us for breaking stories, news updates and award-winning journalism. Our websites, social media platforms and Nation ePaper and eGazeti apps stand ready to serve you.

MCL appreciates the support of Tanzania Fire & Rescue Services (TFRF), SGA Security and Tanzania Police Force (TPS) in helping to both contain the breakout and protect the lives and livelihood of its staff and the greater surrounding community.

Bakari S. Machumu
Managing Director
Mwananchi Communications Ltd

OUR BRANDS



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➤ Health Corner



There are people who say drinking a lot of water make them go to the toilet often.

My answer is — it is better to go to the toilet often than to get a stroke!

3 years ago I was very fit & healthy — exercising, cycling, hiking. Then I HAD A STROKE !*

One day, when I stood up, my surroundings felt like swaying & my hands & feet felt tingling. I spent 4 days at ICU & 15 days in a hospital room.

The diagnosis results — high blood pressure, thick blood, ruptured blood vessels in the right brain.

When I got out of hospital, every day I took endless medicine & worst of all I was in a wheelchair.

I thought, why do I have a stroke when I do regular exercise, don't smoke or take alcohol?

I found out the real cause was, long thirst ... lack of water ...!

So here I want to remind everyone:

Remember to always drink water so that the body does not lack water! Everyone needs to drink plenty of water

Weight 1 kg = 30 cc of water

*Weight 60kg = 60x30

*= *1800cc (at least)*

There are people who say drinking a lot of water make them go to the toilet often.

My answer is — it is better to go to the toilet often than to get a stroke!

REMEMBER:

- *• Before/after exercise, drink 1 glass.*

- *• Before/after meals, drink 1 glass.*

- *• Before going to bed, drink 1 glass (preferably warm water).*

- *• Waking up, drink 1 glass of warm water.*

If we take enough water, it is not easy to get a stroke. It is a way to prevent from getting a stroke. May we all always be healthy until old age.

(Yes fully agree with the above saying....)

Please share to everyone, especially your friends, relatives and family too.)

#JohnJoviSaySo

➤ Fahamu tofauti ya kazi, taalum na wito

Linapokuja suala la kuingiza kipato kama watu wanaojisemea kwamba wapo tayari kufanya chochote ili tu wapate fedha.

Na wapokuwa na uhitaji mkubwa wa fedha wanafanya chochote kupata fedha. Wajituma sana na wazipata fedha kweli lakini baada ya kupata fedha maisha yao yanakuwa hovy.

Hapa ndipo unakutana na mtu mwenye fedha nyingi, ana kila anachotaka, lakini hana amani ndani yake. Licha ya kuonekana mwenye mafanikio makubwa kwa nje nadni yake kunakuwa na utupu mkubwa.

Wengi wamekuwa wnjariibu kuziba utupu huo kwa kununua vitu vya kifahari zaidi, lakini utupu huo umekuwa haujai. Na kadiri mtu anavyotazama kuuziba kwa kununua vitu vya gharama, ndivyo utupu huo unakuwa mkubwa zaidi.

Tatizo hili kubwa ambalo linawasumbua wengi waliofanikiwa, linaanzia kwenye kushindwa kutofautisha kazi na taaluma na wito.

Na ndio maana tunaona watu wenye kazi na taaluma zinzoreshimika sana wanakosa furaha kwenye maisha yao. Wakati watu wengine wanaofanya vitu vyao nyuma ya pazia, wanaonekana kuwa na furaha kubwa.

Kwenye makala hii tunakwenda kujifunza tofauti ya kazi, taaluma na wito na unachohitaji ili kuwa na mafanikio makubwa kwenye maisha yako.

Kazi

Kazi ni kitu chochote unachofanya ili kuingiza kupato. Lengo kuu la kazi ni kupata kipato cha kuendesha maisha bila ya kujali kama unaipenda au la.

Kinachokufanya uwe kwenye kazi hiyo ni kipato

unachopata na ukiacha kulipwa unaacha kufanya. Hakuna tofauti ya jana na leo kwenye kazi, unafanya kitu kile kile, ili kupata kipato.

Taaluma

Taaluma ni ujuzi ambao mtu umeupata kwa kusomea au kujifunza na upofanya kazi unakuwa na nafasi ya kujifunza na kukua zaidi. Kwenye taaluma kuna ngazi za ukuaji, ambapo uliongeza juhudi na elimu unaweza kufika ngazi za juu kabisa.

Kwenye taaluma unaondokana na kufanya kazi kwa ajili ya malipo pekee, na hapa unakuwa na nafasi ya kukua zaid kupitia taaluma hiyo.

Wito

Wito ni kazi ambayo mtu unaifanya kutoka ndani yake, ambayo ni sehemu muhimu ya mtu na ina maana kwake.

Inapokuwa kwenye wito mtu hafanyi kwa sababu anataka fedha, au kwa sababu anataka kupiga hatua zad, bali kwa sababu anataka kufanya.

Mtu anapokuwa anafanya kazi ambayo ni wito wake anakuwa na msukumo mkubwa ndani yake wa kufanya zaidi. Hasubiri kusu-kumwa wala haangalii analipwa nini, furaha kwake ni kufanya, kutoa kile ambacho kipo ndani yake.

Ili uwe na mafanikio kwenye maisha yako na yanayokupa kuridhika unapaswa kuwa na wito wa maisha yako na yanayokupa kuridhika, unapaswa kuwa na wito wa maisha yako. Lazima kila siku uwe unafanyia kazi wito

Lakini kama wito wako haujaanza kukulipa, unahitaji kuwa na kazi au taaluma unayofanyia kazi ili maisha yaende, lakini hupaswi kusahau wito wako. Endelea na kazi au taaluma yako huku ukiendelea kufanyia kazi wito wako kila siku. Naweka juhudi kubwa kwenye wito wako ili nao uwe sehemu ya kuingiza kipato.

Ukishafika hatua ambayo wito wako unakuingizia kipato hapo sasa unaweza kuachana na kazi au taaluma yako na kuweka nguvu zako zote kwenye wito wako, kitu ambacho kitakuwezesha kufanikiwa zaidi na kuwa na maisha bora na ya kuridhika.

Hakikisha unajua wito wako kwenye Maisha ni nini, na kama haujajua basi fanya zoezi hili rahisi, jilize ni kitu gani unapenda sana kufanya au kufuatilia, ambacho unafanya hata kama hakuna anayekulipa na wengine hupenda kuomba ushauri kwako kwenye eneo hilo, au wanakutegemea zaid kwenye eneo hilo. Huo ndiyo wito wako na wajibu wako ni kuendeleza wito huo.

Usiache kufanyia kazi wito wkao kila siku, hii ndiyo njia pekee ya kujitengenezea uhuru wa baadaye na kuwa na mafanikio makubwa kwenye maisha.

Emotional Intelligence and Leadership

Strengths of Leaders with High EQ

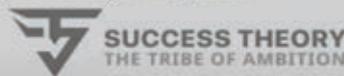
- Create a low-stress work environment
- Able to find solutions quickly
- Participative management style
- Put people at ease
- Easy communication flow
- Able to inspire and motivate
- Know their team's strengths and weaknesses
- Assertive
- Supportive

Weaknesses of Leaders with Low EQ

- Create a stressful work environment
- Poor communication flow
- Impulsive and unable to deal with stressful and/or unexpected events
- No clear direction
- Put people on edge
- Uninspiring
- Blame others for everything
- Do not value different perspectives
- Unsupportive

HOW TO BOUNCE BACK

- **Bad times don't last.** Things always get better.
- **Other people can help** if you let them.
- **Unhelpful thinking makes you feel more upset.** Don't just dwell on the negatives.
- **Nobody is perfect** - not you or others.
- **Concentrate on the positives** (no matter how small) and laugh when you can.
- **Everybody experiences sadness**, changes, hurt, failure, rejection, and setbacks sometimes. They are a normal part of life. Try not to personalize them.
- **Blame fairly** - how much of what happened was because of you, others, bad luck, or circumstances?
- **Accept the things you can't change** (but try to change what you can first).
- **Catastrophizing exaggerates your worries.** Don't believe the worst possible picture.
- **Keep things in perspective.** It is one part of your life and doesn't have to spoil everything else.



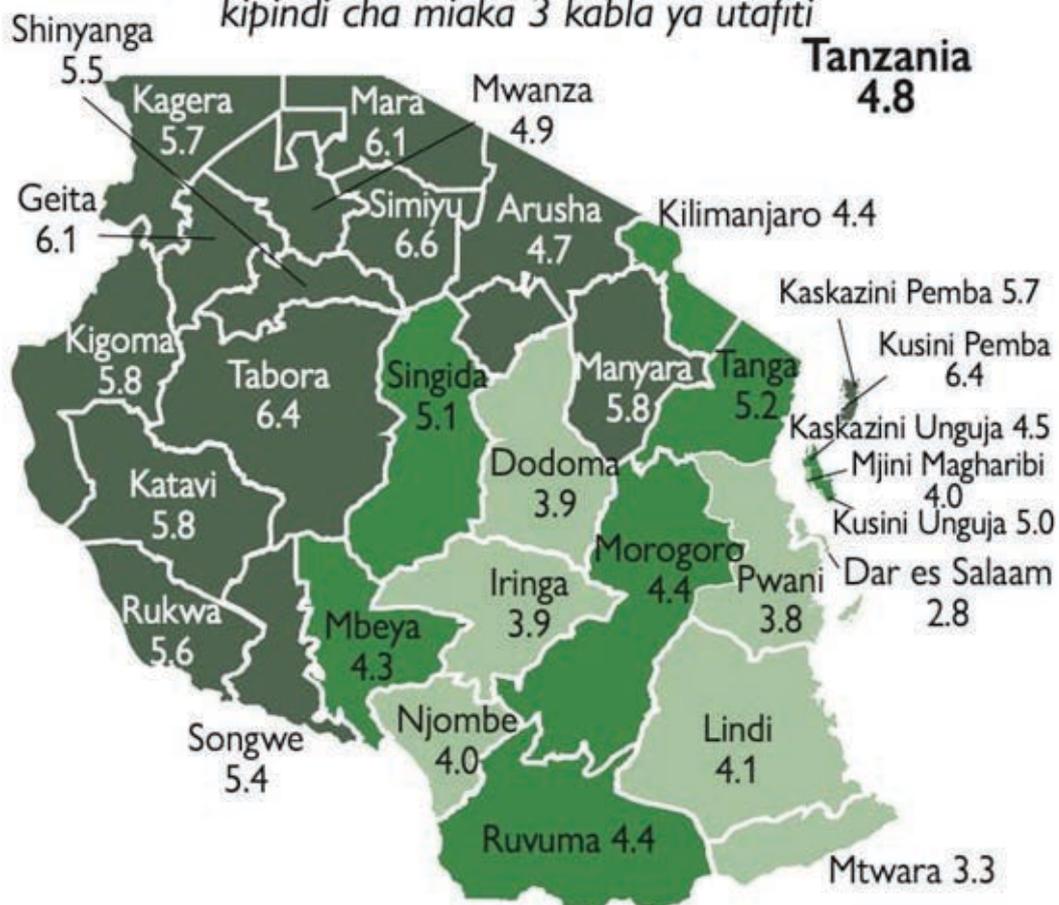
- What is the secret of success?
- Right decisions.

- How do you make right decisions?
- Experience.

- How do you gain experience?
- Wrong decisions.

Kiwango cha Uzazi Kimkoa

Wastanii wa watoto kwa kila mwanamke katika kipindi cha miaka 3 kabla ya utafiti



Mikoa 10 inayoongoza kwa Majaribio ya Utapeli kupitia Mitandao ya Simu Tanzania - Julai hadi Septemba 2023

- | | |
|---|--------------------------------------|
| 1. Rukwa
8,450 (1,102,411) | 6. Mwanza
382 (4,446,885) |
| 2. Morogoro
6,571 (3,373,657) | 7. Songwe
267 (1,302,374) |
| 3. Dar es Salaam
3,273 (12,355,089) | 8. Kagera
246 (1,651,695) |
| 4. Mbeya
1,905 (3,861,897) | 9. Arusha
229 (4,040,624) |
| 5. Tabora
511 (3,246,062) | 10. Dodoma
177 (3,582,680) |

N.B: Idadi ya majaribio ya Utapeli (Idadi ya Laini zilizosajiliwa)

Chanzo:
TCRA

JAMIFORUMS



► **Sports Corner**

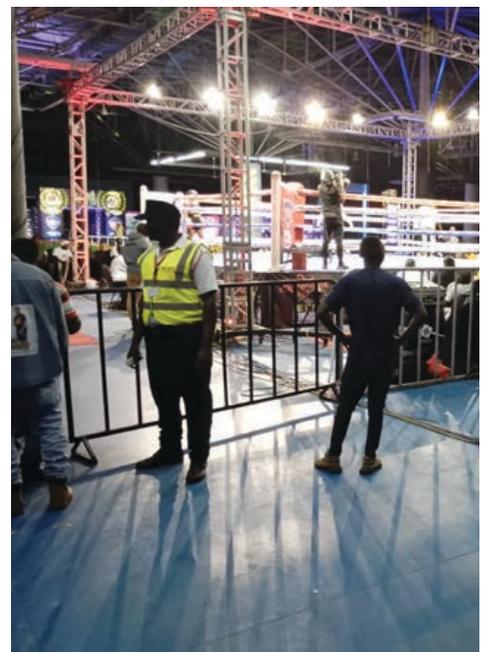
SGA continued to participate and sponsor marathons across the country. Below are some of the action during these events.



SGA Emergency Response Team manning the League Match involving Magnet Youth at Uhuru Stadium, Dar es Salaam.

SGA Sponsored the Kamanda Cup tournament.







Mwanza Charity Run

CERVICAL CANCER

FUN RUN

START FINISH

10km

AFROTWIST GYM - ILOGANZALA

23, SEPT 2023
TIME: 6.30AM

FREE REGISTRATION

REFRESHMENT, FRUITS & FREE PICTURES

[f @rockcityrunners](#) <http://Charity.rockcityrunners.co.tz> TEL: +255 765 665 015

SGA TANZANIA

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Technical & Response Manager	: 0784-765432
GM- Cash Services	: 0784-598733
Guarding Services Manager	: 0688-554471
Customer Care Manager	: 0787-460703
Human Resources Manager	: 0687 809 720
Admin Manager	: 0784 446 610

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Moshi	Plot No. 89, NHC, Block L, Taifa Road Moshi, Tanzania	Tel: +255(0)27 2750057	moshi@sgasecurity.co.tz
Mwanza	Plot No. 17 Block D Balewa Road, ISAMILO - Mwanza, Tanzania.	Tel: +255 (0)28 250 0910	mwanza@sgasecurity.co.tz
Geita	GGM - Area	Tel: +255 (0)682 338 431	mwanza@sgasecurity.co.tz
Dodoma	Plot No. 10, Block O. Uhindini Area, Dodoma Municipality	Tel: + 255 (0) 687 812168	dodoma@sgasecurity.co.tz
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