

Connecting

MAY 2020

NEWS FOR MANAGERS & MECHANICS

Actions You Can Start Today To Ensure You Achieve Your New Goals

Nearly everything in life revolves around goals and yet we often fail to reach our goals. That's because we're all human and can be easily distracted. So what does it take to achieve a goal and see it become reality?

Get it all down on paper. Writing your goals down forces you to crystalize what exactly you hope to accomplish. This simple act has a way of making your goal stick in your mind and gets your brain working on the details of making it happen. One study found that you are 42 percent more likely to achieve your goals if you write them down.

Brainstorm what needs to happen. You know what you want to accomplish; now you begin strategizing what needs to happen to reach that vision. Are there certain steps you need to prioritize? Are there any time-sensitive tasks that must be achieved in a certain order? Start determining what needs to happen when.

Come up with an action plan. An action plan is the road map you can follow that will get you to your goal. This will help ensure you don't miss any important steps. Think of this as creating mini-goals, breaking bigger objectives into smaller steps, until you have "bite-sized" chunks. By doing this, your goal will seem less daunting and more attainable. Be specific about what you want to achieve each step of the way.

Make it measurable. Along with your action plan, you need to set benchmarks for yourself in order to ensure that each step you accomplish is steadily building up to your bigger vision. This means setting deadlines that are reasonable, but also keep you moving forward. What is your target timeframe for completing the overall goal? Work backward from that and start setting target dates, which may be weeks, months or years from now.

Take action! There is no time like the present. You've got to start somewhere, so dig deep, find your courage and go for it. Your goals will never happen if you don't take action. It may seem scary to take that first leap. Maybe you're still working on the details or are worried you're not ready. Jump in, and you'll start figuring it out as you go.

Build a success mindset. Success in reaching your goals is often determined by mindset. A positive mindset is a "success mindset," meaning you're confident in yourself but also able to learn from mistakes. Developing a positive mindset is paramount to surviving the ups and downs you'll encounter along the way.

Harness your inner worker bee. Achieving any goal will require you to hone good habits and follow through on your responsibilities. Success doesn't happen overnight -- it's about making it happen, day in and day out. Developing good habits and learning techniques for being productive will help you stick to your plan.

Reset your goals if necessary. Remember that change is part of life, and that means you need to be flexible. You may require an alternative plan if things aren't adding up the way they should. Don't become so focused on your goals that you forget what your larger vision is. Is it time to make some sweeping changes and alter your course? If so, better to do it sooner rather than later.

Give yourself a pat on the back for all those little wins -- they add up. When you reach a major milestone, take time to acknowledge it. This reinforces that what you're doing is exciting and important, and gives you a chance to recognize those who have helped you along the way.

TO BE DETERMINED



April's
Clean Shop Winner



Leave everyone and everything better than we found them—Mike Hennek

4.



SPRING BUILDING CHECKLIST

- CHANGE FURNACE FILTERS, VACUUM FILTER AREA IS NEEDED. VACUUM HEAT EXCHANGE RADIATORS
- INSPECT ROOF FOR LEAKS, MISSING SHINGLES OR FASTENERS
- REPAIR LOOSE OR SAGGING GUTTERS AND DOWNSPOUTS
- CHECK EXTERIOR DRAINAGE. NOTE CONCERNING WATER POOLING
- TEST SMOKE AND CARBON MONOXIDE DETECTORS
- FLUSH HOT WATER HEATER AND REMOVE SEDIMENT
- REPAIR/REPLACE DAMAGED WINDOW SCREENS
- LOOK FOR SIGNS OF WATER DAMAGE
- CHECK FAUCETS, BIBS, TOILETS, HOSE BIBS, AND SHUTOFF VALVES FOR LEAKS
- CHECK WATER SOFTENER, ADD SALT IF NEEDED
- REMOVE LEAVES, DEBRIS, AND ROOTS FROM GUTTERS, VENTS, AND OUTDOOR HEATING AND AIR CONDITIONING UNITS
- CLEAN WINDOWS. INTERIOR AND EXTERIOR
- TRIM TREES AND SHRUBS
- INSPECT AND CLEAN OUTDOOR LIGHTING
- RENEW LOOSE SIDING AND TRIM
- OIL GARAGE DOOR TRACKS, ROLLERS, AND HINGES
- APPLY FERTILIZER TO LAWNS
- MAINTAIN YARD GROWTH

Discovering Slip, Fall, And Trip Hazards In Your Garage

Are you looking for a way to be proactive when it comes to preventing slip and fall accidents? In June, 2018, author Karen Hamel wrote an article titled “ Ways to Uncover Slip, Trip and Fall Hazards” for www.ehstoday.com. This article has straightforward, and not always thought of, ways to look for and help prevent worker injuries.

- **Sponsor a Contest:** Employees are an excellent resource when it to identifying everyday workplace hazards. They know which stair may be a little loose, what soap dispenser is leaky, where they stub their toes on a daily basis, where condensation occurs in the workplace. and which crack they have tripped on. Even though these problems may be easily ignored on a daily basis, by sponsoring a contest, these “little” safety hazards may be brought to light.

- **Follow the Liquids:** Liquids generally come into a facility and follow the same path to storage. Take a look at the path to find leaks, drips and spills that may cause slippery flooring.

- **Ask Professionals for Advice:** Floor care vendors are a wonderful resource for new technology and products when it comes to floor safety. If your garage has been in operation for a while, there’s a good chance that the floor cleaning and care isn’t given a lot of thought. Products are simply purchased and used the same way. A floor care company may be able to give you advice on new products to increase co-efficient of friction on your current flooring or simply may be able to suggest a new cleaning regimen to help keep floors slip free.

- **Review Incident Reports:** Incident reports may show a pattern of areas where slip and fall accidents are prone to happen. If several accidents have happened in the loading dock, this may be a good area to inspect for slip and fall hazards.

- **Enlist Insurance Carriers:** Slip, trip and falls on the same level are a common hazard that insurance would generally like to help prevent as they can be expensive claims. Nesbit agency can help provide a comprehensive risk analysis by your company.



IMPORTANT UPDATE

Auto insurance on equipment has been suspended —all changes must be **submitted to Bill** before using any equipment.

- ⇒ **Get a verification before using.**
- ⇒ **Pull the keys of all equipment that is not being used.**
- ⇒ **Make sure the keys are tagged correctly.**
- ⇒ **Place an “out of service” sign in the window of any vehicle that is uninsured.**

BIRTHDAYS

MAY	
Dylan Evenson	5/2
John Brandt	5/6
Glenda Gerold	5/23

SEND REQUESTS TO
Bill Drummer

FOR
IMPROVEMENT PROJECTS
YOU WOULD LIKE FIXED
OVER THE SUMMER

In a few short days last month, our communities saw school transportation operations turn on a dime, transforming their buses into mobile food delivery trucks. These meals-on-wheels services are helping children who might not have the access to food in this dire time of need. Imagine not having food to eat and seeing your school bus pull up daily to drop off much need resources. It’s a powerful picture, and it reminds Moms and Dads and communities members of the vital role that school buses and bus drivers play in bad times as well as good.

4.0 Companies delivered a total of:

25,404 meals

to students throughout our communities between

March 15th thru March 30th.

What a GREAT Team!

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4 PAYROLL	5 PO LISTS DUE	6	7	8	9
10	11	12	13	14	15 SCHOOL DIST. BILLING	16
17	18	19 PAYROLL	20 PO LISTS DUE	21	22	23
24	25 MEMORIAL DAY	26	27	28	29	30
31						