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INSIGHTS

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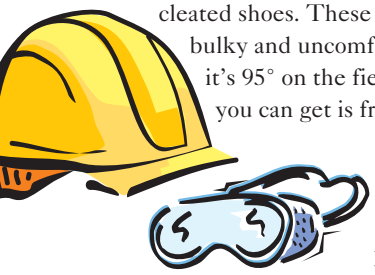
Teamwork

ChemStation's team of chemists and technical support staff work closely with our network of sales representatives to develop new cleaning solutions to meet the daily challenges of business and industry. If you have a cleaning challenge, talk to your ChemStation representative. From washing eggs to cleaning ink off printing plates to scrubbing floors…our network of 55 Manufacturing Centers across the country and in Canada is delivering custom-formulated chemicals to exacting customer specifications. ■

Personal Protective Equipment

If you think the only time the word "safety" comes up in a football game is when someone invades the enemy end zone to tackle an opponent and scores a two-point "safety" for his team, you need to think again. Safety in football goes deeper than that. It starts in the locker room when the players put on their uniforms.

To play the game, they must wear protective equipment, including a shock-absorbing helmet with faceguard, shoulder pads, knee pads, and cleated shoes. These things can get pretty bulky and uncomfortable, especially when it's 95° on the field and the only shade you can get is from someone's shadow.



Like a pro football player, you may work on a job that requires personal protective equipment (PPE) such as safety eyewear, gloves, aprons, and the like. Often times, workers don't wear their safety equipment because it's a nuisance to put on or it's bulky and uncomfortable. And it's often tempting not to put them on at all, unless the supervisor is looking.

PPE has its place in sports, construction, manufacturing, and many other fields. But it's up to you to be the real professional and recognize the benefits of wearing it. ■

July at a Glance

What a month of celebrations it is! On a National scale, it's Anti-Boredom Month, Doghouse Repairs Month, Hot Dog Month, Baked Bean Month, and Ice Cream Month. Sounds like a picnic, huh? For weekly observances, you can celebrate Air Conditioning Appreciation Week from July 3-8, Sports Cliché Week (July 9-15), and National Baby Food Week which runs from July 17-22. Historically speaking, it was July 1, 1943 when taxes began to be withheld from your paychecks and on that day in 1963, ZIP codes went into use. July 3 is Compliment Your Mirror Day. It was July 4, 1776 when the Declaration of Independence was ratified and the Liberty Bell rang in Philadelphia. On July 5, 1937, Joe DiMaggio hit his first grand slam. The air conditioner was invented on July 17, 1902 (thank goodness!). Continuing with baseball, it was July 26, 1952 when Mickey Mantle hit his first grand slam. July 27 has been set aside as Take Your Houseplant For A Walk Day, and we end the month with All-American Soap Box Derby Day on July 29.



Recover Lost Data

Everyone has accidentally deleted files from their hard drive, and very few feelings are as low as the moment right after you nuke 300 irreplaceable photographs of your kids/dogs/life. Actually, one feeling is worse than that: accidentally quick-formatting your entire drive.

Even if you regularly back-up your drives, mistakes happen. That's why this tip is paramount. It's also really simple. There's an excellent downloadable data recovery app for XP called Zero Assumption Recovery that can help. Don't waste another minute – download and install it now. (Go to z-a-recovery.com and follow their instructions.)

When you run into trouble, here's what to do:

1. The moment you delete your data, **STOP** using your hard drive. Don't save or install any new applications – they'll be written over your recently departed data.

2. Run Zero Assumption Recovery. *You already had it installed, right?*

3. Select the hard drive you want to scan. Wait for the scan to finish. (This can take between one and two hours – part of Zero Assumption Recovery's effectiveness is thoroughness.)

4. With any luck, you'll see a list of your missing folders and files. The freeware version of Zero Assumption Recovery allows you to recover up to four folders per scan. If you pay $100 for the full version, you get full recovery.



Note: You can also use Zero Assumption Recovery to recover deleted photos from your camera's memory card. ■

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Tips to Work More Effectively

Color-code your calendar so you can tell at a glance the status of projects or assignments. Examples: Use red ink for high-priority items that day, blue for anticipated project deadlines, green for following up other people's work, and black for daily scheduled work.

Don't hang on to the phone when you're put on hold. Instead, turn on the speaker and tackle a low-priority task, such as opening your mail. By putting the receiver down, you can devote full attention to the task. Simply pick up the receiver when you hear a "human" voice.

Use the calculator on your desk to temporarily record a phone number when you can't quickly find a pen or pencil.

Don't interrupt your work to read e-
faxes as they arrive. View them a
strangers without appointments.

Banish clutter from your work area
according to this guideline: Thro
away anything you haven't
looked at in a year or items you
can't remember why you kept.

Fight clutter by thinking of your desk as an expensive home you're hoping to sell to the next person the real estate agent brings to your door. ■



Send your comments to:

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Printed on recycled paper

Soapbox

How do those dead bugs get into those enclosed light fixtures?

Law of the Telephone: When you dial a wrong number, you never get a busy signal.

If Wiley E. Coyote had enough money to buy all that ACME crap, why didn't he just buy dinner?

Afterism, n. – A concise, clever statement you don't think of until too late.

The loudest snoring on record was noted in Great Britain with levels as high as 91-92 decibels – louder than a lawnmower.

Living on Earth is expensive, but it does include a trip around the sun.

Something to ponder: if you had a bunch of odds and ends and get rid of all but one of them, what do you call it?

Hangover, n. – the wrath of grapes.

A picture is worth a thousand words but it uses up three thousand times the memory.

Only two people signed the Declaration of Independence on July 4th; John Hancock and Charles Thomson. Most of the rest signed on August 2, but the last signature wasn't added until five years later.

Hard work pays off in the future…laziness pays off now.

Dorothy got lost in Oz because three men were giving her directions.

SITCOMs – What yuppies turn into when they have children and one of them stops working to stay home with the kids. Stands for "Single Income, Two Children, and Oppressive Mortgage."