



"A Customer First Company"

January 2008 Edition

Welcome to the January Edition of "On The Move"

Happy New Year! What types of resolutions have you made for 2008? We are excited about this upcoming year and intend to make this the best year yet for K&K. We also resolve to make this the safest year and we will continue to bring you important Safety Tips each month. In this edition of "On The Move" we will bring you information that may be of interest to you as you start the new year. And as always we have our Safety Corner which will have important driving safety information from safecar.gov.

Resolve to Be Better at The WorkPlace

Lets face it. We spend a lot of time at the workplace. And since we are commuters we spend an even longer time preparing and traveling to work. Why not resolve this year to do a couple of things to make your worklife better. Below are some Resolutions for 2008 you may want consider when thinking about your worklife.

1. Get Along With Your Co-workers – I know we are no longer in elementary school but it is important not to offend those in your workplace. Lets face it, you sometimes spend more time with these people than you do your own family. Some things you may want to do are:
 - a. Avoid having loud telephone conversations
 - b. Clean up after yourself in the staff kitchen.
 - c. Show up on time to meetings.
 - d. Avoid looking at co-workers computer screens over their shoulders.
 - e. Don't take supplies off of someone else's desk.
 - f. Don't send unwanted email
2. Stop Procrastinating – Procrastinating can hurt your career. Here are some things you can do to help you to quit this destructive habit:
 - a. Reward yourself for not procrastinating
 - b. Divide large jobs into smaller parts that seem less overwhelming. That way you are more likely to get started.
 - c. Prioritize tasks that cause you to procrastinate – make a list of all those things you have been meaning to do. Place the most important first then do them.
 - d. Stop making excuses.



3. Improve your time management skills – If you feel you have more to do than time to do it consider the following tips:
 - a. Keep prioritized to-do lists – list things you have to do in order of priority then cross them off once completed.
 - b. Schedule your breaks – if you actually have a set time to have a break you will be less likely to goof off during off-break hours.
 - c. Learn to Delegate – don't try to do everything on your own
 - d. Get organized
 - e. Learn to say no to your boss – If you know your boss is giving you more work than you have time to finish let him/her know.
 - f. Get enough sleep – We all know we are less efficient when we are tired.
4. Be more competitive at work – today's workplace is very competitive and you will need to have a couple of basic skills in order to give you the competitive edge you need.
 - a. Listen well – good listening skills help you become more productive, get along with others, and foster a team environment.
 - b. Know how to use your computer – Know matter what you do you will most likely encounter computers. You need to make sure your computer skills are up to date.
 - c. Deal with crisis at work – Being able to solve problems effectively can set you apart from others .
5. Grow a backbone – Learn when to say no

*Information taken from About.com – Career Planning



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K&K Connections Safety Corner

Below is information about minimizing the risk of rollovers and what to do to decrease injury if one should occur.

1. Wear a Safety Belt – Occupants are 75% less likely to be killed in a rollover crash if they are wearing a safety belt.
2. Avoid Panic-Like Steering – “At highway speeds, overcorrecting or excessive steering can cause the driver to lose control, which can force the vehicle to slide sideways and roll over.”
3. Know Proper Maneuvering – “If your vehicle leaves the roadway, gradually reduce speed. Then, when it's safe to do so, ease the vehicle back onto the roadway.”
4. Use caution on Rural Roads –“ When a vehicle goes off a rural road, the vehicle can overturn when it strikes a ditch or embankment, or is tripped by soft soil. Nearly 75% of all rollover crashes occur in rural areas, so practice caution when driving on rural roads.”
5. Tire Pressure and Vehicle Loading – “Improperly inflated and worn tires can be especially dangerous because they inhibit your ability to maintain vehicle control, the most important factor in reducing the chance of rollover.” Also, you want to make sure you load the vehicle properly.

Information taken from www.safecar.gov , Safe Driving Information page. Special Thanks to Kenneth Johnson who provided us with an article containing this link.



We Would Like to Send a Very Special Birthday Greeting To:

Vanessa Morton
Sharon Brinkley
Sam Davis
Harry Faggett
Michael Bolshazy

Sterling Stokes
Srikanth Peddireddy
Charles McCracken
Terry Johnson



Welcome To the K&K Family!

K&K Connections, LLC would like to welcome the following riders to the K&K Family. We are excited to have you with us!

Melissa Jones

Cindy Norris

Chivhan Ingram

Jairline Samuel

Deborah Washington

Daniel Lauretano

Karen Pitts

Denise Brown

Deborah Swann

Terrance Carter

Gregory Godard

Dale Weaver

Mashia Owens

Ryan Schulze

Tanesha Johnson

Eusley Jones

Valerie Fenner

Shawn Wade

Mona Peterson

Daniel Lauretano

Check Out This Website: CommuterDirect.com

“CommuterDirect.com™ is the online shopping area affiliated with CommuterPage.com, providing one-stop shopping for tickets, tokens and passes for transit systems in the Washington, D.C. area.” (from <http://www.commuterpage.com/thissite.htm>).

On this website you can purchase tickets for the following transit systems:

Metro

VRE

Arlington Transit

MARC Train

DC Circular

DASH - Alexandria Transit Company's DASH system

Georgetown Metro Connection

OmniRide Express Bus Services

ParkSmart – Arlington County Parking Card

RideOn – Montgomery County Transit

STAR - Specialized Transit for Arlington Residents

This website allows you to purchase a one-time ticket/pass or it has a renewable option available. Check it out to see if it can be your one-stop shop for travel in the DC Metro area.

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