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April 2007

## Newsletter

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Dear All,

Welcome to the first ever Petroleum Logistics newsletter, being a new company we thought it might be useful to keep in touch via a monthly newsletter. We will share with you any views or thoughts on what's going on in the industry, together with any informative business articles or ideas to stimulate the brain cells. The newsletter will be a constantly evolving thing, if there is anything you would like to see more or less of in the future, then please let us know.

It has been a very exciting few months for Petroleum Logistics and we have exciting plans ahead for our aviation fuel, lubricants and service business over the next 2-3 months. In the meantime we encourage you to visit our web site ([www.petroleumlogistics.co.nz](http://www.petroleumlogistics.co.nz)). There you will find:

- All our application forms
- The ability to order Extra Fuel cards online
- Fuel Locations page, which allows you to find the Shell aviation sites and if you click on the specific sites it provides an aerial photo of the airport, location of the pumps and other useful information.
- Product data sheets (MSDS) can be printed from our web site for your safety manuals and if you require "Fuel Handlers" certificates for your

### Of Interest

#### Seven habits for success

A few years' back I saw this note which had some great ideas about how to be even more effective in your work or home life. Given we all lead such busy lifestyles I thought it might be worthwhile to share it with you.

AMERICAN management consultant Stephen Covey has written a best-seller called *The Seven Habits of Highly Effective People*. The first four habits are all about you. The other three relate to your relationship with other people. We will talk about those in our next newsletter.

Here are the first four habits:

- • *Be proactive*
- • *Put first things first*
- • *Start with the end in mind*
- • *Sharpen the saw.*

#### **Be proactive**

Covey tells us to stop imagining our lives are governed by our heredity and/or our environment. He urges us to take control. Too many people, he says, react to the will of others. To be successful you must call the shots. If you suffer from an inferiority complex you are the only one who can do something about this. You are the one who must make the changes. Take the initiative.

employees, please ask as we can arrange this for you too.

Soon you will be able to order oil and fuel direct online to save time and cost of phone calls. We will let you know more as we add this and other features to the site.

Remember if you prefer to phone you can call free on 0800 42 8383 anytime and chat with Angela.

Finally let me take this opportunity to welcome all new customers coming on board to PL. We value your relationship and business.

*Cheers Rob*

### Put first things first

The idea is to select the most important things in your life and attend to them first. A client decided when he went into business he would allocate a maximum of 40 hours a week to his business. For him his family and his church were to come first. He will not allow the business to dominate his life. He has lived by this and he has been very successful. Plan to do the important things in your business ahead of the less important, even if the latter are urgent. It is probably best not to make your detailed plans too long term. If you plan a year you may be tempted to coast for the first six months.

Planning for three or six months is probably better. The author also warns against planning for too short a period. For example, do not try to plan each day of the week. There will be some days when crises occur, overtake you, and you can't achieve your daily goals. It is better to set your plan for a whole week.

### Start with the end in mind

Have you ever tried organising a function? The easiest way is to work backwards. Decide what the end result has to be. Now work backwards. What is next to the end? Delivery of the food? Go backwards to sending out the invitations? Before that there is the printing and so on. Armed with this information you can set a date for the function. Planning in business is similar. Decide where you want to get to first. Visualise where you want your business to be. By having a vision, you can work out all the steps and strategies to get there.



### Sharpen the saw

This is rest and recreation. It is the need to keep learning. It includes one's spiritual needs...

### Conclusion

Covey's "habits" are powerful business tools. Why not memorise them and begin to live by them. Tom Peters, another business guru, has pointed out it only takes a nano-second to change your habits. It is maintaining the change which presents the challenge. For example, if sharpening the saw for you means regular reading, could you commit to setting aside some time every day or week for this?

## Business Topics

### More Holidays

My accountant reminded me that annual leave has increased from three four weeks from 1st April 2007.

Do you know how the new four-week holiday is calculated?

Find out the date each of your employees started working for you. They are entitled to the extra week from the anniversary of commencement with you.

Instead of calculating holiday pay at 6 per cent, use 8 per cent from that date.

No doubt your accountant can help out if needed on his change.

## Contact Us

Please use the following information to get in touch, should you have any enquiries:

Email [info@petroleumlogistics.co.nz](mailto:info@petroleumlogistics.co.nz)  
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### Rob's tip of the month

#### **E Mails, keep em short and get them out of the way**

**MAKE** your answers brief. Clear them as you read them. Don't leave them to be actioned later.