



# PIONEERS

in Petroleum Refining  
Jan-June, 2021  
Volume III, No. 1

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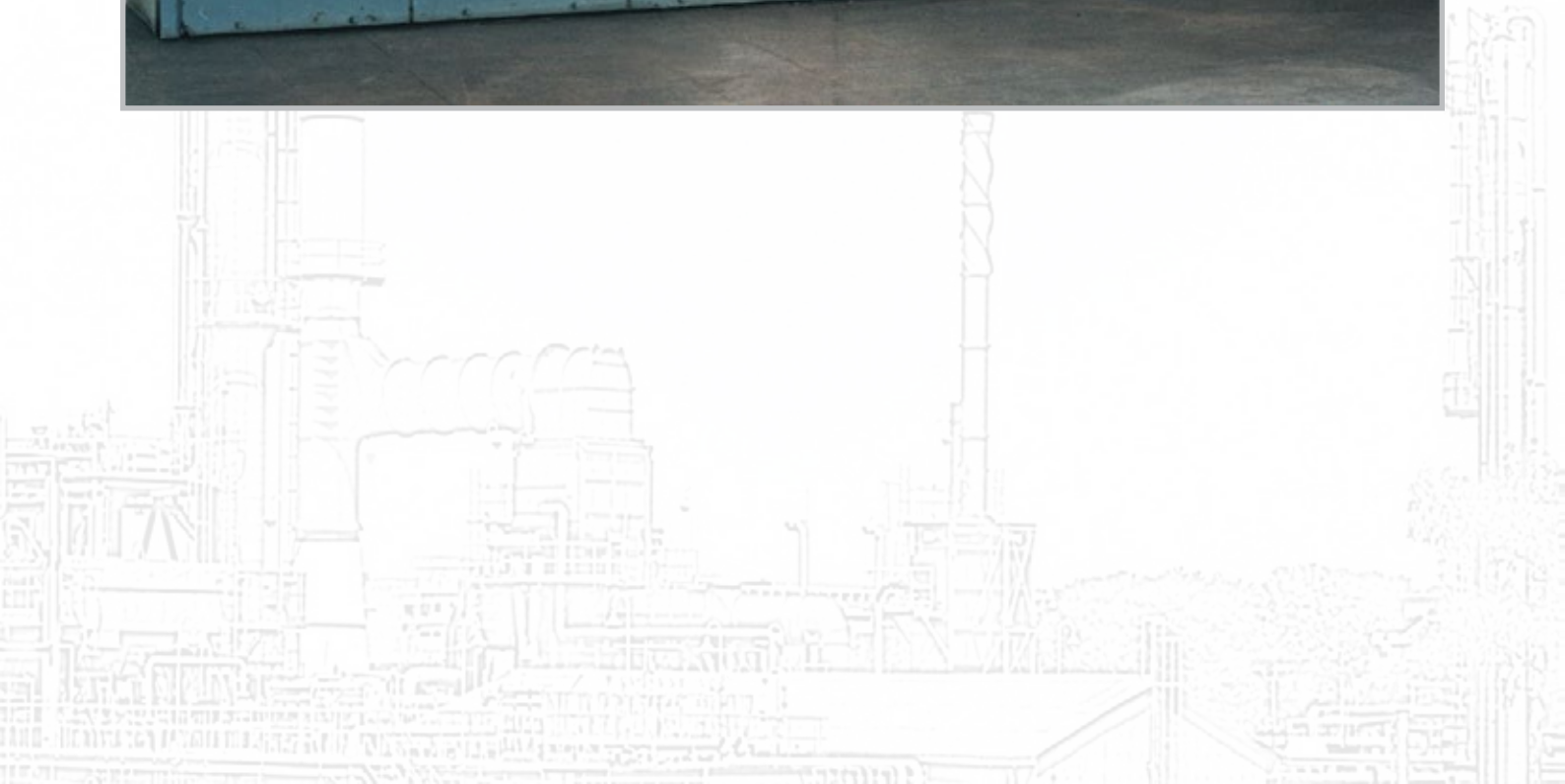
10 ➤ **CREATIVITY CORNER**



# A PAGE FROM HISTORY



**DEWAXING UNIT  
(MEK PLANT) 1940-1988**  
(now part of Refinery Museum)



## PATRON IN CHIEF



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## EDITOR'S NOTE

### Dear Readers!

First of all, I really appreciate the response we have received on the contents of last issue of PIONEERS. We have tried to put together an interesting and informative publication this time as well.

The newsletter has been segmented in company events, social responsiveness, training and development, achievements and spotlight on our employees' affairs & their contributions.

The contributions from our colleagues are surely laudable and more volunteers are invited to share their intellectual genius for upcoming issues of PIONEERS.

We will look forward for your valuable feedback on this issue at [newsletter@arl.com.pk](mailto:newsletter@arl.com.pk)

**Stay safe, take care and happy reading...!**

## MORGAH CLUB FLOWER SHOW

72<sup>th</sup> Annual Flower Show was organized by Morgah Club during last week of March 2021. Due to Pandemic of Covid-19, only judgments of bungalows and offices lawn were done.

1<sup>st</sup> position holders in different categories are as follows:

<u>Category</u>	<u>Winner</u>
Extra Large Bungalows	Mr. Shuaib Anwer Malik
Large Bungalows	Mr. Iftikhar Yousaf
Medium Bungalows	Mr. Khaleeq Uz Zaman
Small Bungalows	Mr. Tahir Aziz
Large Office Lawn	ARL – General Office
Small Office Lawn	Morgah Club
Parks	Morgah Biodiversity park
Small Parks	Miller Park
Road Sides	Refinery Chowk to Barrier No. 3



## ELLIOT CLUB FLOWER SHOW

16<sup>th</sup> Annual Flower Show was organized by Elliot Club during 1<sup>st</sup> week of April 2021. Lawns and vegetable gardens of colony residences of Non Management and Junior Management Staff were assessed in the competition.

1<sup>st</sup> position holders in different categories are as follows:

<u>Category</u>	<u>Winner</u>
JMS Residences Garden	Mr. Sarfraz Akmal
NMS Residences Garden	Mr. Rafaqat Ali



## SAFETY WEEK CELEBRATION

The International Labour Organization (ILO) marks the World Day for Safety and Health at Work on 28<sup>th</sup> of April each year to promote the prevention of occupational accidents and diseases. In this context, ARL celebrated safety week from April 26-30, 2021.

During the week, safety talks were held in different sections of the Refinery. Area safety Incharges along with their respective sectional staff shared suggestions for the improvement of safety and health at respective workplaces. Due to COVID-19, presentations were arranged on Zoom and safety talks were conducted on site by strictly following SOPs of COVID-19.



## BALLOTING FOR NON MUSLIMS

The function was held on June 03, 2021 at ARL Diner which was attended by all Non Muslim-NMS and CBA representatives. Mr. Stephen (Operations department) was declared successful as a result of balloting for visiting to the Holy Places within Pakistan and was given a cheque amounting to Rs.200,000/- for this purpose.



## MAN OF THE QUATER (MOQ) AWARDS

4<sup>th</sup> MoQ (2020) and 1<sup>st</sup> MoQ (2021) awards distribution ceremony was jointly held at ARL Diner on June 28, 2021 which could not be held earlier this year due to COVID-19 pandemic. The awards for each quarter were distributed in the following categories:

<u>Types of Awards</u>	<u>No. of Recipients</u>
<b>Performance</b>	<b>18</b>
<b>Safety</b>	<b>04</b>

In 4<sup>th</sup> Quarter-2020 & 1<sup>st</sup> Quarter- 2021, Safe Man-Hours Trophy was won by Hydrogen Plant and Amine Unit/ Sour Water Stripper System respectively.

### 4<sup>TH</sup> QUARTER (2020)

### PERFORMANCE AWARDS



MUHAMMAD RAFIQUE  
OPERATIONS



MUHAMMAD FAZIL  
OPERATIONS



MUHAMMAD RAMZAN  
OPERATIONS



STEPHEN  
OPERATIONS



SHAHID AHMED  
MAINTENANCE



MUHAMMAD YAQOOB  
MAINTENANCE



MUSHTAQ AHMED  
MAINTENANCE



GHULAM MUSTAFA  
MAINTENANCE



ARSHAD MAHMOOD  
HR & ADMIN



RAJA ZULFIQAR HAIDER  
HR & ADMIN



JOHNSON  
HSEQ



MUHAMMAD JAVED  
C & MM



ZULFIQAR ALI  
F & CA



MUHAMMAD UMER  
HSEQ



MUHAMMAD IRFAN  
HR & ADMIN



MUHAMMAD JAVED  
HR & ADMIN

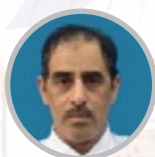


NAEEM MASIH  
HR & ADMIN



FAKHTA JABEEN  
AHL

### SAFETY AWARDS



ABDUL RASHID  
HSEQ



ARSHAD ALI  
OPERATIONS



KHALID MAHMOOD  
MAINTENANCE



MUHAMMAD YUNAS  
MAINTENANCE



1<sup>ST</sup> QUARTER (2021)

PERFORMANCE AWARDS



ABDUL JALIL JADDUN  
OPERATIONS



ABDUL QAYYUM  
OPERATIONS



SAFDAR MAHMOOD  
OPERATIONS



BHOLA KHAN  
OPERATIONS



MUHAMMAD RAMZAN  
MAINTENANCE



MUHAMMAD YOUNAS AWAN  
MAINTENANCE



MUHAMMAD SAEED KHAN  
MAINTENANCE



SHAFQAT H. SHAH NAQVI  
MAINTENANCE



SAFEER ALI  
HR & ADMIN



BILAL WAHEED  
HR & ADMIN



PARVAIZ MASIH  
HSEQ



SHEIKH MUHAMMAD EJAZ  
F & CA



KHURRAM SHAHZAD  
MAINTENANCE



MUHAMMAD NAZIR  
HSEQ



MUHAMMAD SHAHZAD  
C & MM



ASGHAR HUSSAIN  
HR & ADMIN

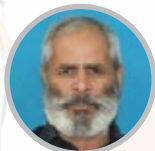


JAVED PERVAZ  
HR & ADMIN



ABIDA PARVEEN  
AHL

SAFETY AWARDS



MUHAMMAD FAZIL  
OPERATIONS



YASIR SALEEM  
OPERATIONS

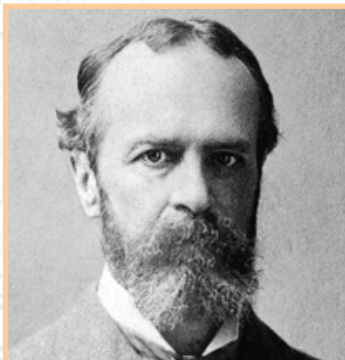


SAJID HUSSAIN  
MAINTENANCE



UBAID UR REHMAN  
MAINTENANCE

Wisdom Corner



*The deepest human need is  
the need to be appreciated.*

(William James)

## NATIONAL INSTITUTE OF LABOUR ADMINISTRATION TRAINING (NILAT) VISIT

A delegation from NILAT Karachi, comprising 08 participants of 59<sup>th</sup> Post Graduate Diploma Course in Labour Administration and Industrial Welfare visited ARL on January 14, 2021.

The participants were given detailed presentation with emphasis on Industrial Relations and Occupational Health and Safety practices at ARL. The participants also visited the Refinery to have general understanding of crude oil refinery operation.



## NATIONAL INSTITUTE OF FIRE TECHNOLOGY (NIFTECH) VISIT

A delegation from NIFTECH Islamabad, comprising 16 participants visited ARL on January 20, 2021.

The participants were briefed about ARL fire safety system along with the live fire practice by HSEQ department. The visitors really appreciated the ongoing efforts of Safety team to ensure preparedness of ARL staff for effectively responding to fire related emergency at the Refinery.



## ARMY OFFICER TRAINING – 2021

ARL in coordination with Army Service Corps, Nowshera arranged 4 weeks training on 'Petroleum Processing' for 11<sup>th</sup> batch of 17 Army officers from May 31, 2021 to June 24, 2021.

ARL team delivered lectures and presentations in the areas of Refinery Operations, Maintenance, Procurement Controls, Security, Product Loss Investigation, Health Safety & Quality Control (QC) practices to give them holistic understanding of the Refinery operations. Field visits and testing at QC Laboratory were also arranged for officers during this training.





## COVID – 19 VACCINATION DRIVE AT ATTOCK HOSPITAL (PVT) LIMITED (AHL)

AHL always been at the forefront and pro-active for ensuring wellbeing of employees of Attock Group of Companies, their families as well as private patients who are in need of medical care. During Covid -19 Pandemic, AHL remained immensely engaged in treatment & look after of Covid patients in addition to routine running of OPD, IPD, diagnostic & surgical activities and a total of 468 Corona cases were treated successfully at the hospital.

AHL also organized Covid-19 vaccination camps in collaboration with National Command & Operation Center (NCOC) and District Health Authority on May 19 & 25, 2021 to provide vaccination facility to all employees of Attock Group of Companies, their families and general public of surrounding areas and 1,602 people were inoculated during this vaccination drive. So far, ARL employees of age 40 and above and their families have been vaccinated and nowadays vaccination of staff and their families of age 18 and above is underway.

Furthermore, Primary & Secondary Healthcare Department, Government of the Punjab has approved AHL as an official Covid vaccination counter since June 16, 2021 which is extending the vaccination facility to general public of the neighboring two Union Councils (Morgah and Kotha Kalan) as well.



## WORLD ENVIRONMENT DAY – 2021

ARL in collaboration with National Cleaner Production Centre (NCPC) and Environment Protection Agency (EPA), Rawalpindi celebrated World Environment Day on June 8, 2021 with a theme of “Ecosystem Restoration”.

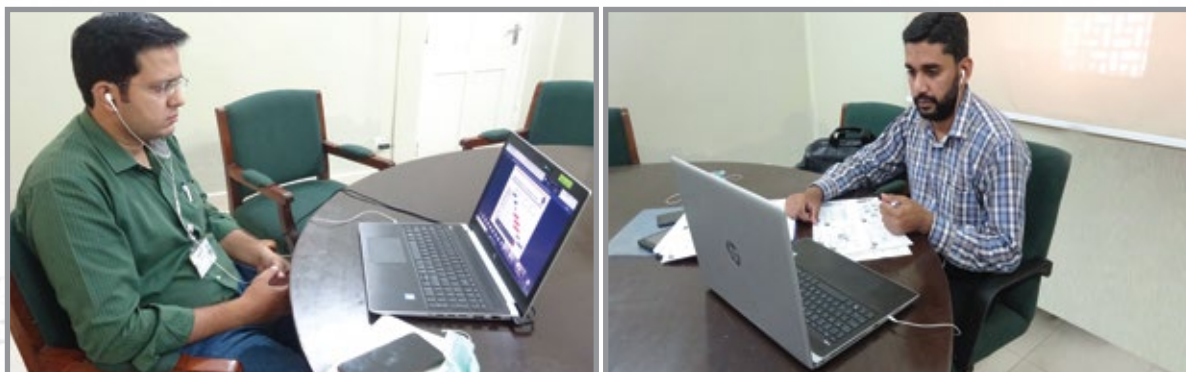
To re-emphasize the theme, the opening ceremony was organized at Morgah Diversity Park followed by tree plantation drive.

In the end, the participants pledged to adopt environment friendly solutions to contribute towards restoring the ecosystem along with spreading this message to others.



## JAPAN COOPERATION CENTER PETROLEUM (JCCP) ONLINE TRAINING COURSES

Due to ongoing wave of COVID-19 Pandemic, JCCP, Japan offered online training courses to its member organizations in lieu of foreign trainings to ensure continuity of learning opportunity for the participants. Two management staff members were selected from ARL for different courses by JCCP.



These management staff members successfully attended their respective training as per below details:

Sr. #	Employee's Name	Training Title	Duration
1	Mr. Waqar Siddique	Material Selection and Corrosion Management for Static Equipment	May 24 - June 03, 2021
2	Mr. Sheheryar Ali Khan	Japan's Advanced Technologies for Refinery Power Plants	June 16 – July 01, 2021

The training participants highly appreciated the efforts made by JCCP team for disseminating virtual training in the best possible manner.

## ACHIEVEMENTS

### 8<sup>th</sup> EMPLOYER OF THE YEAR AWARD 2020

ARL participated in 8<sup>th</sup> Employer of the Year Award 2020 organized by Employer Federation Pakistan (EFP), Karachi. ARL won the Gold award in Medium National Category on March 12, 2021.

Companies from all over the country had been invited by EFP to participate in this assessment. The evaluation of award was based upon criteria of Management, HR, Training & Development, Occupational Health & Safety, CSR, Sustainable Development etc.





**REST IN PEACE....**

Following employee left us for his final abode



**MR. GHULAM JAFFAR (Late)**

Lab. Technician Senior  
died on March 20, 2021

**GOODBYES.....**

EMPLOYEE NAME	DESIGNATION	DEPARTMENT	LEAVING DATE
MR. ASIF HUSSAIN QURESHI	SENIOR OFFICER	MAINTENANCE	JANUARY 16,2021
MR. NOUMAN SHAHEEN ABBASI	SENIOR OFFICER	HSEQ	JANUARY 17,2021
MR. SAMI ULLAH	FIELD OPERATOR	OPERATIONS	JANUARY 18,2021
MR. BILAL SOHAIL	SECURITY GUARD	HR & ADMIN	JANUARY 29,2021
MR. M. ZIA UL HAQ MIRZA	SENIOR MANAGER	OPERATIONS	MARCH 4, 2021
MR. DANISH MEHMOOD	SECURITY GUARD	HR & ADMIN	MARCH 30, 2021
MR. M KISHWAR ABBAS	SENIOR OFFICER	MAINTENANCE	APRIL 5, 2021
MR. UMER SALAM	SENIOR OFFICER	HSEQ	APRIL 23, 2021
MR. AAQIB JAVED	SECURITY GUARD	HR & ADMIN	APRIL 27, 2021
MR. MUZEYAN ABBAS	SECURITY GUARD	HR & ADMIN	MAY 6, 2021
MR. USMAN AKHTAR	BOARDMAN	OPERATIONS	MAY 6, 2021
MR. SIKANDAR ISLAM	FIELD OPERATOR	OPERATIONS	MAY 17, 2021
MR. NASHAIB ALI	SECURITY GUARD	HR & ADMIN	JUNE 21, 2021

**WELCOMES.....**

EMPLOYEE NAME	DESIGNATION	DEPARTMENT	JOINING DATE
MR. MUHAMMAD PERVAIZ	SUPERVISOR	HR & ADMIN	JANUARY 1, 2021
MR. GHULAM MUSTAFA	SECURITY GUARD	HR & ADMIN	JANUARY 1, 2021
MR. MAZHAR IQBAL	SUPERVISOR	HR & ADMIN	JANUARY 1, 2021
MR. JAVED IQBAL	SUPERVISOR	HR & ADMIN	JANUARY 1, 2021
MR. RAJAB ALI	SECURITY GUARD	HR & ADMIN	JANUARY 1, 2021
MR. MAKHDOOM HUSSAIN SHAH	SECURITY GUARD	HR & ADMIN	JANUARY 1, 2021
MR. MUHAMMAD NAZIR	SECURITY GUARD	HR & ADMIN	JANUARY 1, 2021
MR. MUHAMMAD KHAN	SECURITY OFFICER	HR & ADMIN	JANUARY 1, 2021
MR. ANAR GUL	SECURITY OFFICER	HR & ADMIN	JANUARY 6, 2021
MR. MUHAMMAD IRFAN	SECURITY GUARD	HR & ADMIN	JANUARY 20, 2021
MR. QUAID ALI	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. ZEESHAN	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. MUHAMMAD SHERYAR	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. MUHAMMAD USMAN	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. AITSHAM JAMIL	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. ABDULLAH QAZI	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. HAMMAD KHAN	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. MOEEN HASSAN SHAH	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. IRFAN JAN	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021
MR. MUAZZAM RIAZ	SENIOR OFFICER	OPERATIONS	JUNE 1, 2021



## HOW VACCINES TURBO-CHARGE ANY EXISTING IMMUNITY AGAINST COVID-19



How long immunity lasts after COVID-19 infection is still not fully defined. Although several studies have now suggested that it is longer-lasting than initially thought. However, it can be tempting to assume that if you've had COVID-19, you don't need to be vaccinated, though this is not the case.

Here, I would like to share a recent study on the subject quoted by Gavi, the vaccine alliance. The said study looked at how the immune response of previously infected people is boosted in important ways through vaccination.

It has been showed that the bone marrow of people who have had COVID-19 could produce antibodies for years to come. Now they have looked at immunity in people who have had COVID-19 and then been vaccinated. In research they analysed blood samples from 63 people who experienced COVID-19 disease in the past year but were negative for the virus at the time of the study. Of these, 26 people had received at least one dose of either the Moderna or the Pfizer–BioNTech vaccines (only available vaccines where the study was conducted).

Memory B cells (important part of human immune response against infections) remember the virus so that the body can produce antibodies quickly if infected again. From 6 to 12 months, they found that the range of antibodies produced by these cells increased in potency and in the range of viral targets they could recognize. People who had been vaccinated, even with one dose, went on to produce antibodies that were effective against all SARS-CoV-2 variants, including newer variants of concern.

A year after infection, people who had been vaccinated were better at neutralising the virus than unvaccinated individuals (which means they will kill majority of virus hence chance of getting infection is extremely low). Assuming memory B cells behave in a similar manner in vaccinated people who have not previously been infected, a booster vaccine may be able to generate further protective immunity against variants that might emerge, the researchers suggest.

## INTERNATIONAL FIREFIGHTERS' DAY



4<sup>th</sup> May is observed as International Firefighters' Day to pay tribute and show solidarity to fire rescuers who serve for protection and safety of the communities. The day was adopted after a tragic incident that occurred in Linton, Australia in 1998, when five firemen were died while trying to douse a wildfire. After this incident, May 4 has been observed as International Firefighters' Day which is the feast day of ST Florian, the first known commander of firefighting squad in Roman Empire.

These silent defenders, true sons of soil and unsung heroes are known as fire rescuers. Fire rescuers are respected all over the world due to the nature of unique and risky job they perform. Firefighting profession is highly technical, structured and supplied with various artifacts, which help decide actions in unpredictable and complex situation. It involves special skills to fight with flames, rescue the trapped victims and save properties. Formal trainings related to firefighting helps to minimize risk by practicing safety procedures and get command over them.

ARL has made significant investment in upgrading firefighting infrastructure which includes state of the art fire and gas detection system for timely detection of any dangerous situation. ARL has a dedicated firefighting team available round the clock ready to handle any eventuality. In ARL history, numbers of emergencies have been handled in a timely and professional manner in a shortest possible time to limit the consequences. ARL recognizes the efforts, dedication and commitment of its emergency response team along with quartely announcement of safety awards in recognition of their contribution for promoting safety culture.



## ECOSYSTEM RESTORATION



**“You depend on the ecosystem! Restore it for you”.**

The simplest definition of an ecosystem is “a community or group of living organisms that live in and interact with each other in a specific environment”. For instance, tropical forests are ecosystems made up of living beings such as trees, plants, animals, insects and micro-organisms that are in constant interaction between themselves and that are affected by other physical (sun, temperature) or chemical (oxygen or nutrients) components.

Ecosystem restoration is defined as “a process of reversing the ecosystems destruction such as landscapes, lakes and oceans to regain their ecological functionality. In other words, to improve the productivity and capacity of ecosystems to meet the needs of society. This can be done by allowing the natural regeneration of overexploited ecosystems or by planting trees and other plants” (UNEP, 2019).

Ecosystem restoration is the main global focus by recognizing its importance in our own wellbeing. Pakistan is the home to 800 species of fish, 174 species of reptiles, including the endangered green turtle, 188 species of mammals, among them the Indus dolphin, the snow leopard and Pakistan’s national animal Markhor.

Due to pollution, urbanisation and various other human activities habitat loss and fragmentation is causing loss in species diversity e.g.

- Amazon rainforest (lungs of the planet), which is a house to millions of species are being cut and cleared for various purposes.
- Tropical rainforest, which once covered 14 per cent of landmass, is no more than 6 percent now.
- Over-exploitation of natural resources leads to the extinction of many species. i.e., Steller’s sea cow, the passenger pigeon, many marine fish are overharvested.

Each species has an important role to play in an ecosystem. It is important to conserve diversity because once extinct, we cannot get it back.

ARL has established a ‘Morgah Biodiversity Park’ preserving the diversity of flora and fauna of Potwar Region. The Morgah Biodiversity Park (MBP) spread over 28 acres and was inaugurated by Dr. Kim Hak Su (Executive Secretary UNESCAP) on January 31, 2005. It is comprised of:

- Flora - In flora, about 268 plant species are grown in the park and all the plants are native to Potwar region.
- Fauna - MBP holds one of the largest Aviaries in Pakistan. Almost 8 species of birds are inhabited in it. It includes Peacock. Rock pigeons & Geese.

Moreover, almost 10,000 valuable plants including Pomegranates, Apricot, Plum, Olive, Papaya, Pongamia and Pine have been distributed in the local communities. MBP also has indigenous Fruit garden having 27 fruit species and in Rose garden more than 125 various varieties has been developed. However, the park was based on the concept of sustainable development, to conserve the rich biodiversity and ecosystem restoration.

Harming the environment due to human activities causes danger to the ecosystem, which needs to be minimized. Here are some of the activities that can be adopted at individual or organizational levels to become a part of ecosystem restoration:

- |                                 |                |                            |
|---------------------------------|----------------|----------------------------|
| • Tree Plantation               | • Land Farming | • Protecting Fresh water   |
| • Caring for endangered species | • Fish farming | • Eradicating tree cutting |



## SELF ACQUIRED JOB SATISFACTION



The behavioral scientists generally define Job Satisfaction a function of the perceived relationship between what one wants from one's job and what one perceives it as offering. The more valuable the output is; the more fulfilling that relationship would be. Taking this statement as a starting point, job satisfaction can be described as the extent to which an employee feels self-motivated and satisfied with his/her job. Gallup (2017) found in its global workplace related survey that a positive relation exists between job satisfaction and reduced employee exit / turnover.

Thus, it becomes very interesting question how to acquire self job satisfaction in any given job. To address this phenomenon, the following measures one can take to meet that end:-

**Bring improvement in workplace:** When one sees that he can bring some improvements in the functioning or productivity of the organization, suggest the idea to the responsible person at the appropriate forum.

**Set targets for yourself:** Employees can organize the work desk in such a way that it can become the center of all resources available at finger tip. You can take a comprehensive look of your workload and then break it down into weekly or daily basis tasks. Achievement of target at the end of the day will bring a sense of accomplishment.

**Grab opportunities offered by organization:** Organizations provide variety of opportunities like special projects, trainings etc. One must take part in them. According to a survey by Udemy, 42% of millennials say that learning and development is extremely essential when deciding where to work.

**List down some self-improvement goals:** Employees can think about the learning and skills which if they add up in their work, will bring personal satisfaction to their long term goals. These skills can be in any form, i.e. public speaking skill, computer skill, technical skills related to ones job.

**Fine-tune your tasks in relation to future goals:** Where do you stand in your work routine in relation to your future goals? What you can learn or accomplish in this workplace which can bring you closer towards what you want to do in the future. So modify your tasks according to your future goals.

**Involve in a creative pastime:** Sometimes work becomes so intensive, extremely cerebral or boring, in that case, it is better to involve in any personal creative project. This can be something which you can concentrate on during breaks or lunch time and it can be something which you can look forward to.

**Develop strong bond with your organization:** You can make your job more meaningful by understanding the mission and objectives of your organization and then play your part in promoting those objectives. It may also mean that how your participation will benefit the company like you can volunteer for a committee whose work interests you.

**Take time to relax:** Take mini breaks during the work day and stretch out or go for a walk as these activities will develop good concentration and will reawaken the mind.

**Communicate with colleagues:** One can develop ones relationship with colleagues in the organization. Exchange of ideas and thoughts can enhance ones knowledge and skills and can also enhance more perspective to ones work.

**Closing Words:** There can also be other ways to be happy at workplace which should not be avoided if the work culture / ethics do not restrain. Until one does not enjoy what one does, it is believed that he/she shall get exhausted one day will surely quit to find what's missing there in the first place i.e. Job Satisfaction.

In a nutshell, job satisfaction should be our priority. Exhaustion, tiredness, dragging days, weeks and months would not land us anywhere. We have to drive our mind and emotions' state ourselves, it is only possible if we strive for it.

## DAILY HABITS OF SUCCESSFUL PEOPLE



The successful people have certain habits in their daily routines which lead them to achieve milestones in their lives. **Aristotle** says that 95% of everything you do is the result of habit; so the rule is to form good habits and make them your master rather than allowing bad habits to form and become hostage of them. Another rule is that 'Good Habits are hardly to form but easy to live with; Bad Habits are easy to form but hard to live with'.

One of the turning points in human psychology is the discovery of this fact that all habits can be learned and unlearned. Now the million dollar question is that how a good habit can be developed. The simplest answer is 'by repetition'. Almost everything you do from the time you get up in the morning is habit. So start to think what would be the best habits to have now to achieve your life goals.

Mr. Brian Tracy one of the leading Guru of Management in our time has written a best seller book on this subject titled "Million Dollar Habits". The book has been divided in twelve critical areas of life. Some of the best habits of successful people mentioned by the author are described as below:

**Daily Goal Setting and Goal Orientation:** It means that when you go to sleep at night think about your goal for the coming day. In the words of **Jim Rohn**, "**Never begin the day until it's finished on paper**". Similarly, **Benjamin Franklin** had famously said, "**If you fail to plan, you are planning to fail**". Sit down at night with a piece of paper and write down everything that you need to do the coming day. If for any reason you don't do this, it should be the first thing you do every morning. When you write a list you have a track to run on. So be goal oriented and think about it even when you are driving through the day and when you are talking to other people, You would become what you think most of the time. You do achieve what you think most of the time. So all successful people think about their goals most of the time.

**Be Result Oriented- 80/20 Rule :** The result oriented people think of the most important things they can do right now to achieve their most important results. Successful people make the list of everything they have to do and before they start and they set priorities on the list. Work from the 80/20 rule. If you have 10 items on your list of things to do, two will be more important than all of the other items put together. Once you identify these most important tasks, it brings us to the final step in starting your day. This simple technique has taken people from rags to riches all over the world.

**Be People Oriented:** Another habit of successful people is to be people oriented. Do recognize that everything you achieve in life is going to be with the help or support or cooperation of other people. So always think what the other people need and want from me. How can I help people so that they could help me back. In relationship, the successful people are very focused on the most important people in their world both in personal and profession.

**Stay Health Oriented:** To be successful in life, think most of the time about your health; think about eating less food and better food; think about daily exercises and maintaining work life balance. Remember in prevailing competitive world, you need a lot of energy which could be achieved by staying health oriented.

**Stay Honest:** One of the habits of successful people is habit of character and honesty and always speak the truth no matter what the price is. It will eventually yield fruits of trust and credibility in your circle of concern and influence.

**Self Discipline:** The final characteristic or habit of successfully people is self discipline which seems to be a foundation habit that makes everything else possible. And the best definition of self discipline is the ability to make yourself do what you should do; when you should do it whether you feel like it or not. Self discipline makes everything possible.

In sum, If you can develop these habits of successful people. You will eventually be moving from living ordinary life to a meaningful life ahead.





شاعر: محمد اقبال  
انج آرابنڈاے



شاعر: ساجد حسین  
انج آرابنڈاے

## غزل

لے میرے دل سے تیرا خیال مر گیا  
جس قدر بھی تھا حزن و ملال مر گیا

عروج جتنا بھی تھا رزق ناک ہوا  
حاصل تھا جتنا بھی کمال مر گیا

جواب کیا ملتا ان کہی باتوں کا  
دل میں پڑے پڑے سوال مر گیا

کیسے کیسے شاہکار تخلیق کئے گئے  
جتنا بھی تھا جو بے مثال مر گیا

صرف یادیں ہی اس کی باقی رہ گئی ہیں  
ہر طرف اک شور ہے کہ بلال مر گیا

## غزل

میری بے قراری کو قرار آجائے  
غم دنیا سے گر مجھے فرار آجائے

مٹ جائیں فاصلے زمان و مکاں کے  
ہاتھ گردشِ دوراں کی مہار آجائے

لافتظوار سے ہے چراغِ امید روشن  
خلمت اب چاہے آگے ہزار آجائے

زمانے نے ان کو بس مٹا ڈالا  
جن میں اخلاق بگاڑ آجائے

حرمتِ قلم کر پیش نہ رانہ ساجد  
ملاقاتِ یار کا جب تار آجائے

## اندازِ بیاں

سیف اندازِ بیاں رنگ بدل دیتا ہے  
ورنہ دنیا میں کوئی بات نئی بات نہیں  
(سیف الدین سیف)



ہیں اور بھی دنیا میں سخن و ربیت اچھے  
کہتے ہیں کہ غالب کا ہے اندازِ بیاں اور  
(مرزا غالب)

