

# PA ENTERPRISE

DeskDemon's Magazine for Executive PAs, Office Managers and Secretaries

April 2013

**Article taster:**

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**DeskDemon.com**

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**Desk Bound Office Workers - the dangers**

**How Train Travel can Boost your Business**

**Green Office efforts being frustrated**

**A-Z Pearls of Wisdom: B is for Belief (in yourself)**

**Effective Interview Techniques**

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## Two-thirds of office workers sit at their desk for six or more hours a day.....



**Almost two thirds of office workers spend six hours or more sitting at their desk, new research from Office Angels reveals. Nearly half of respondents admitted to not leaving the office all day.**

**S**ales, media and marketing (60%) and finance (54%) emerged as the sectors with the most amount of people desk bound.

A fifth of people also admitted to taking their work home with them and a third to working late on a regular basis, reveals the study 'Work happy, Work well', which looks at the nation's wellbeing and bad habits in the workplace.

Dr Sabarini, of the renowned spinal clinic Avicenna, in Berlin, said: "Sitting at your desk for hours on end can lead to very serious back complaints. It can lead to muscles weakening, pressure on the smaller joints, and a decrease in blood supply to the bones. The discs in the spine receive their nutrition from blood and oxygen - if they don't receive this, the discs can degenerate. This 'wear and tear' can be very painful.

"To avoid this, office workers need to change their posture from time to time, and employers need to pay attention that the tables, chairs etc are suitable for the height and shape of their employees. I advise people to sit at their desk for no longer than an hour, after which a short 5 minute walk or break is needed.

"If serious problems result, workers should consult a doctor. Muscle Functional Diagnosis may be required, or even Own Disc Cells transplantation which renew the disc tissue. So, obviously prevention is better than cure. Both employers and employees need to pay attention to long periods at a desk - which could result in very serious back complaints".

The research also found:

- Two thirds (66%) of people eat their lunch at their desk;
- 90% of those in the legal profession are guilty of eating their lunch at their desk, making them the hardest working sector;
- Over half (51%) of people slouch in their chair whilst at work;
- Half of people (50%) continue to come into work even when they are feeling unwell;
- A fifth (21%) of workers admit they email the person sitting next to them.

Steven Kirkpatrick, Managing Director of Office Angels said: "Many workers feel pressurised in today's workplace and as a result work longer hours and spend more time at their desk in an attempt to prove their worth. As a result, workers are sacrificing their happiness, health and overall wellbeing.

"Organisations must now take action to create a working environment which fosters a sense of wellbeing. Office workers need to take regular breaks, stretch their legs, and eat away from their desk if work demands allow. Failure to do so may result in an unhappy, over-worked and dissatisfied workforce, which in turn may result in a loss of productivity."

[www.office-angels.com/workhappyworkwell](http://www.office-angels.com/workhappyworkwell)



## New DIY PR Toolkit to help small businesses

Grapevine PR has launched a new PR tool aimed at helping small businesses and start-ups manage their own PR and marketing activity. The new e-book called the DIY PR Toolkit by Mel Betts, which is available for Kindle, is a cost effective training and support package designed to teach owners of small business how to market their businesses and achieve powerful editorial press coverage by working effectively with the media.

The DIY PR Toolkit is made up of sections covering subjects from: 'what is marketing' to 'what the media wants' to 'how to create a PR plan' for your company as well as 'how to get the best from a media interview' and many other promotional PR ideas. The whole guide can be downloaded through Amazon for Kindle users for just £2.99.



## ‘We need a hand with the housework’ says the majority of female breadwinners in new survey .....

**A survey of 624 people highlights the daily challenges facing the breadwinner/main earner in homes around the world.**



A survey commissioned by Jenny Garrett, author of ***Rocking Your Role: The How To Guide to Success for Female Breadwinners*** challenges our perception of ‘work-life’ balance and questions what is really required to balance our chaotic lives.

### **Calling out a housework SOS!**

63% said the biggest challenge of being a breadwinner is achieving a healthy work-life balance. This was closely followed by having a lack of time to do other tasks such as keeping on top of the housework (58%), a lack of time to socialise with friends (48%) and money worries (44%).

When asked what would make their lives easier, as the breadwinner, more domestic support (cooking, cleaning, ironing, etc.) came out on top (53%). Flexible working provisions and more government legislation to support working men and women followed at 39% and 35% respectively.

According to a recent Pew study, men have taken on vastly more of the domestic workload than they did in 1965 — about two and a half times as much. However, Mums still spend about twice as much time with their children as Dads do (13.5 hours per week for mothers in 2011, compared with 7.3 hours for fathers, according to Pew).

Fathers who have a good relationship with their children and are happy to help out with household chores have happier marriages, according to another study (conducted by researchers from the University of Missouri and Utah State University in the US). The study warns of the pitfalls of dividing chores between husband and wife, finding that marriages were happier when couples worked together on each job.

Men, traditionally, are responsible for heavier jobs such as taking out the dustbin, while women tend to take on chores such as washing up and Hoovering. This, say the researchers, is a mistake.

### **Go away guilt!**

Guilt is an ongoing battle for breadwinners. 41% confessed they feel guilty about not spending as much time as they'd like with their children and 32% agree that they regularly feel guilty about how little time they get with their partner.

### **Family support for breadwinners stays strong**

Despite our feelings of guilt, the majority of main earners admit they are getting plenty of support from their nearest and dearest. 79% of breadwinners' partners are said to be either very supportive or supportive. 56% of the immediate family is very supportive/supportive and just over half of other family members show support to the breadwinner. Perhaps if this support translated into further domestic support, more breadwinners would edge ever closer to achieving their ideal work-life balance?

Jenny Garrett says: 'I see women falling foul of the syndrome on a daily basis, dropping like flies as they leave the train station: "I might as well do it myself as no one can do it as well as me," "I have a handle on it all", "If I have to stay up until midnight catching up on my work so that I can attend music practice with my child it's worth it". These are all familiar mantras and need to be challenged to avoid people burning out and becoming ill. Work-life balance does not mean working like a dog in the first half of your adult life and then sitting back and reaping the rewards in the second half...at least not for most of us.'

## **British Airways launches summer schedule**

Although winter seems to be taking its time in moving on British Airways is already welcoming the summer, having recently kicked off its brand new summer schedule.

Speaking about the new timetable, presenter and musician Myleene Klass, said: "Take advantage of British Airways' summer schedule starting, grab your bikini (you know I'm partial to mine) and let's get out of this freezing weather!"

The airline has launched a host of routes to Spanish destinations in time for the summer season, allowing travellers to visit numerous brand new locations. New services from Gatwick to Tenerife started on March 29 and to Alicante and Lanzarote on March 31. Flights from Heathrow to Palma also began on March 31 and the airline will be flying from the major London airport to Ibiza from April 27. London City airport will also benefit from a new British Airways flight to Granada in Spain from July 25.

In addition to these shorter routes, British Airways will start routes to two new long-haul destinations this season with flights from Gatwick to Sri Lanka starting on April 14 and services from Heathrow to Chengdu in China beginning on September 22.





# Office Workers' Green Efforts Being Frustrated by Colleagues

.....



**Over half of office workers in the UK feel that their efforts to be environmentally-friendly can sometimes be let down by colleagues, a national study has found.**

**A** OnePoll survey of 1,000 office workers, commissioned as part of Avery Green Office Week, revealed that fifty-five percent of people say they work with colleagues who either disregard green working practices or are deliberately wasteful. Forgetting to recycle, needlessly throwing away paper and leaving computers



switched on overnight are just some of the top green bugbears identified by workers.

May 13th – 17th sees Avery launch the fifth **Green Office Week**, with the study highlighting the importance of tackling such issues by collectively working together to champion greener ways of working. Forty percent of office workers say they are more likely to be environmentally-friendly in the office if they are surrounded by colleagues who are passionate about green issues. Green Office Week aims to build on this and unite office workers across the country, empowering them to take simple, practical steps to help make workplaces more sustainable.

### **‘Leading by Example’ Key to a Greener Office**

The study found that how individuals encourage green behaviour is crucial in affecting how likely work colleagues are to respond to change in a positive way. Forty-four percent of workers say that colleagues who promote green practices can have a tendency to make them feel guilty, with forty percent of those saying that this tactic can get ‘annoying.’ Instead of making individuals feel guilty when they forget to recycle or turn off the lights, sixty percent of office workers say that a far better way to encourage others to be green is to lead by example – stating that actions speak louder than words. Other positive strategies identified include helping people to understand the cost benefits of reducing waste and making green behaviour part of everyone’s job descriptions.

Green Office Week 2013 comes at a time when, despite the global economic uncertainty, only

12% of office workers feel that the environment is now less of a priority for their business, with 42% stating the financial crisis has actually increased the need for their workplace to be greener and more resource efficient. 66% of office workers also say they are more likely to purchase a product if it is environmentally-friendly, with 61% saying they would feel happier if their workplace was seen to be more environmentally-friendly.

Here to help, Green Office Week provides tips and inspiration encouraging office workers to think about the small, positive steps they can make towards creating a more sustainable working environment. The week also highlights some of the innovative solutions that can help us all to be greener at work, such as Avery Recycled Labels and Recycled Dividers, the Avery DTR Eco desktop accessory range and unique BlockOUT™ Labels that allow files, envelopes, and packaging to be re-used rather than thrown away. With most of these products part of the Avery Rewards promotion too, there’s never been a better time to be green!

**To find out more and to get involved with Green Office Week 2013, simply register at [greenofficeweek.eu](http://greenofficeweek.eu) or visit the Green Office Week twitter feed @[greenofficeweek](https://twitter.com/greenofficeweek).**

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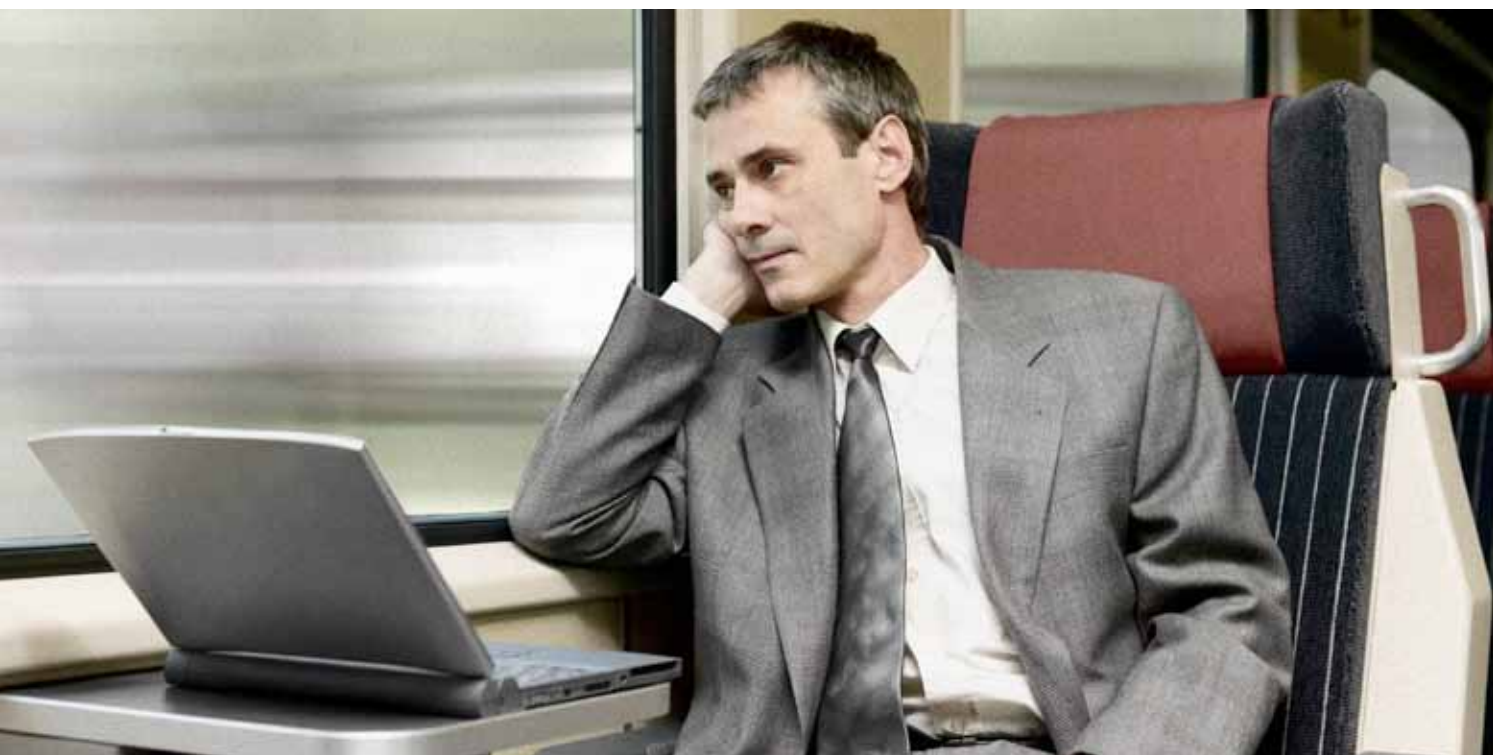
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# Get on board to boost your business

**New research reveals savvy travellers are securing new opportunities and climbing the career ladder whilst travelling by train**

**M**any business travellers are choosing to travel by train because it's quicker and more cost effective but savvy business travellers are also using the journey as an opportunity to network, impress their boss and climb the career ladder.

New research by CrossCounty reveals that over half (56%) of business travellers surveyed choose to travel by train because it's quicker than other forms of travel, followed by one in five (21%) saying that it's more cost effective. When it comes to putting the journey time to good use, over a third of respondents (34%) say they look for opportunities to link up with others and have done some of their best networking whilst on board.

Interestingly, there is a divide between the sexes when it comes to networking. Over a third of men surveyed (34%) say they have swapped business cards or contact details with someone they met on a train, compared to just one in five (20%) women. However, female

respondents outnumbered their male counterparts when it came to using their journey time to get ahead in their careers – almost one in ten (9%) have secured a new job or earned a promotion on board compared to just 4% of men.

Productivity is key for business travellers, with 43% saying that travelling by train allows them to concentrate, catch up on tasks and respond to emails. Watch out for the 61% who said they would listen in if they heard a fellow passenger talking about confidential or private business on board. Only 7% of those surveyed said they would tell the person they could clearly hear the conversation.

Commenting on the findings, Clare Shufflebotham, Partnerships Manager for CrossCountry, said "The findings have shown us that fully utilising time on board – whether it's to catch up on emails, finish an important document or grow new business opportunities – has led to positive results for many business travellers. Many of our passengers travel with us regularly for business and we know how important that time on board is which is why we try and make it as convenient as possible. We developed the Train Tickets app which acts as a no-fee booking tool for tickets across the whole rail network so business travellers can make the most of their time on the move."

**For further information on CrossCountry services visit [crosscountrytrains.co.uk](http://crosscountrytrains.co.uk) or follow them online via Twitter at @crosscountryuk, Facebook.com/crosscountrytrains**

**Passengers can buy tickets for any rail journey, with any train operator for anywhere in Britain with no booking fee through CrossCountry's website and also their free Train Tickets app. Visit your app store to download the CrossCountry app.**

### **Getting a good rail deal: top tips for business travellers from CrossCountry**

**With remote working becoming more and more popular in UK businesses, professionals increasingly need to adapt to changing working environments and are often expected to work effectively while travelling to and from business meetings. With that in mind, David Watkin, Commercial Director at CrossCountry trains has compiled some top tips to help you get the most out of your business travel by train. Whether you're on your way to or from a meeting – or the office – keep these tips in mind to help you make the most of your time and your travel budget:**

**1**

**Think ahead to get a 'fare' price:** Buying a ticket at the last minute often comes with a price tag, but there are simple steps you can take to get the best fare. As a general rule, the more you plan and book in advance, the more you'll save. If you take a regular route, find the best deal by booking Advance tickets 12 weeks ahead and you'll soon be quids in with your travel budget. Travelling outside of peak times is generally cheaper and also consider whether two singles are cheaper than a return – they often are! Finally, if you need your ticket to be totally flexible, then the Anytime ticket really is your best option.



**2 Take your seat:** Avoid the last minute stampede to the train by reserving your seat in advance; it will save you time, keep your journey hassle free and, more importantly, means you can plan how to use your journey time. You can even choose which coach and seat you want with CrossCountry's seat map if you book online, whether your preference is to be near a power socket or at a table.

**3 Get app happy:** Why not use the free Train Tickets app? It not only acts as a no-fee booking tool delivering a ticket direct to your mobile phone, but also works as a one-stop shop to look up train times and see live departures times and platforms – essential for busy business travellers on the move.

**4 Buy in 'bulk':** Time is of the essence for many business travellers so purchasing a season ticket can be a great time saver if you regularly travel to meetings along the same route. Buying tickets for seven days, a month or longer can be done at the click of a mouse – it means no more queues for the ticket machine and you'll be one step ahead of the crowd.

**5 Stay alert:** As people lead busier lives with ever growing 'to do' lists, remembering to buy your train ticket can often slip to the bottom of the pile. Signing up to ticket alerts will give you a personal reminder to book your tickets in advance, crossing at least one thing off your list and keeping your business expenses down.

**6 Get up-to-date:** Don't forget to check out the live online departure boards on your mobile phone or computer before you head out the door for your next meeting. These will give you vital up-to-the-minute travel updates, allowing you to factor in any delays and work around them, or even make an earlier train

**7 Travel in style:** The last thing you want to feel when you arrive at work or at a business meeting is stressed, so why not travel First Class? CrossCountry offer power points, comfortable seating, more leg room and a selection of complimentary refreshments and free WiFi access where available, across most of its routes.

**8 Don't forget to pack your charger:** If, like many people, your work doesn't finish just because you've left the office, trains can offer a great working environment. As well as plenty of table space and 'quiet zones' for those who need to get their head down and crack on, there are handy power points on most services. Use the power points to charge up your tablet, laptop, mobile phone or MP3 player, ensuring your battery will never die while you're working on that important document!

**9 Finish up on board:** If you often find yourself taking work home with you, use your train journey as an extension of your office to get as much done as possible before arriving home. Your brain will still be in working mode and the more you get done on the train, the less you'll have to do during your leisure time.

### And finally...

**Get the creative juices flowing:** Sometimes the best business ideas come when you're not working – and train journeys can provide a welcome break from the daily grind. If you can down tools for a bit, why not help your creative juices flow by doing a crossword or Sudoku – or even just by reading an online newspaper. You never know, you might get inspiration for the next big business idea!



**We all know that remote working can be a challenge, but there are plenty of ways to make it more comfortable, efficient and run as smoothly and stress-free as possible while on the move.**

**As the role of the PA is ever-changing, often taking on new projects including Facilities Management, HR, Accounts, Marketing, etc., we are looking at bringing you articles with information, ideas and tips to support you in these changes. Here is an article that is very useful should part of your new responsibilities include interviewing. If you would like us to explore a particular work area on your behalf, please email [editor@deskdemo.com](mailto:editor@deskdemo.com) - we look forward to hearing from you.**

**Talent WINS. Recruiting is the fastest, least expensive way to increase the talent within your company. To recruit A players you need a system.**

Does this sound familiar? There is a new job opening at your company and the HR manager starts the process by reviewing the job description that is 3 - 5 years old. It includes basic information about the job requirements (i.e. education, experience and duties and responsibilities). All necessary information, but what is missing?

To recruit A players you need to look at the job requirements more thoroughly. A job outlook form will help you make hiring a top priority by focusing on these key questions: How many A, B, C players are currently on your team? How will the new person increase the talent on your team, department, region, etc.? What are the competitive needs for the position today and 3 - 5 years in the future? Many new employees will only stay with a company less than four years. As the hiring manager, what will you do to maximize this new employee's productivity - quickly?

# Highly Effective Interview Techniques

by John Bishop



**Armed with an updated job description and the job outlook form the HR manager is ready for the interview. Here are some helpful ideas to help you make more high-impact recruitment decisions.**

### **1. Develop a Job Outlook form**

What does an A player look like for your company, region, sales team, etc. What are the top five core competencies you are looking for? What are the shared characteristics of your current A players?

Review the strengths and weaknesses of your existing team and determine how the new hire will positive impact your team's talent.

### **2. Be ready**

The candidate is ready, are you? Too often the hiring manager is fighting the pressure packed issues of the day and does not make the interview a TOP priority. Ever say to a candidate: "Please sit down while I read your CV." You have to be more ready than the candidate.

### **3. Develop an Interview Evaluation Form**

Use the information developed in the Job Outlook and the Job Description to drive the candidate evaluation process. The evaluation form should answer one question. Will this person take ownership of



their new position?

#### 4. Don't fall in love

Investor's Business Daily says that 41% of all hiring decisions are made on appearance alone. Is that any way to run your business? In today's world, you cannot rely on the I'm a good judge of character hiring method. If you do, you can expect costly, time consuming employee issues that sap management's time and takes the focus off your company's goals and objectives.

#### 5. Test - don't guess

Scientifically valid pre-hire employee assessments are never a go-no-go gauge for a hiring decision. However, they are an excellent, objective, review of what the candidate is bringing to the job. Often they will develop company specific job benchmarks that candidates can then compared to. Additionally, they develop targeted, open-ended, behavioural interview questions for those areas where the candidate does not meet the benchmark profile.

#### 6. Listen

Managers need to talk less and listen more.

#### 7. Develop a Decision Scorecard Form

Decide objectively how each candidate compares to your current and future job needs, and to each other. How to these candidates compare to the needs outlined in the Job Description and the Job Outlook form?

**These seven rules will help you hire more A players, but don't stop there. On-boarding should be a top priority at all levels of the organisation. A new employee has to learn the ropes. If he/she is not correctly on-boarded they will go to others to find out the company's rules of the road. Will they go to your best employees or your biggest nightmare?**

John Bishop works with business owners, CEOs, Sales Executives and HR professionals to help them update and enhance their hiring method to meet the needs of today's rapidly changing marketplace.



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“What is an Executive PA?” and “What skills and attributes are needed to be an effective and efficient Executive PA?”. These two questions are posed at many of Lindsay Taylor’s workshops and training courses, along with an A-Z structure to help organise thinking.

Lindsay is a former PA and now Director of Executive Coaching & Training organisation Your Excellency Ltd. Over the years Lindsay has collated a wealth of input from admin professionals worldwide. The resulting “A-Z” list that Lindsay

now holds forms the basis for our new ongoing article – A-Z Pearls of Wisdom.

“The role of the PA is diverse – it differs from organisation to organisation, from sector to sector, from team to team” says Lindsay “For me, that’s what makes the role so exciting. More and more organisations are realising the worth of their admin professionals. Executive PAs are increasingly being accepted as one of the management team – with this status comes the need for specific skills and attributes, specific pearls of wisdom - that will ensure your overall success. With every new client there comes a new input, a new idea, a new perspective – very often backed up with a relevant and interesting story or experience, hence my extensive list! I am delighted to be writing this ongoing article for Desk Demon, picking out the top skills and attributes identified by my clients and sharing some A-Z Pearls of Wisdom”.

# B is for...Belief

Your Mind is Your Kingdom!

 A yellow rectangular sticky note is pinned to a brown corkboard with a red pushpin at the top center. The note has the words 'BELIEVE IN YOURSELF' written on it in a bold, black, hand-drawn font, arranged in three lines.
 

BELIEVE  
IN  
YOURSELF



16th Century English Poet Francis Quarles famously stated "my mind is my kingdom". If we take time to think about Quarles' meaning, in essence we are creating a rich kingdom in our own minds and ironically substantiating his claim and statement. Interpreting Quarles' quote further if we consider our mind to be our own kingdom we are ultimately the "King" or "Queen" of our domain. We have complete control and authority of it - we can rule our kingdom as we see fit - but do we?

Understanding the power of our own thinking and "tapping" into our mind can be highly beneficial, indeed a necessity, in being successful in our everyday lives and achieving all those things we

want or need to achieve. Hold the belief that "I am in charge of my mind and therefore my results" and understand that, crucial to our overall success is the recognition that - sometimes the way our mind operates can be unhelpful to us and - we have control over our own mind and can "reprogramme" it accordingly.

We all have "voices in our heads", internal dialogues and conversations going on in our mind. Sometimes these voices can say some pretty unhelpful things - we can hold beliefs and thoughts that can limit or stop us from doing things. These are what we call limiting beliefs.

Henry Ford famously said "If you believe you can or



believe you cannot do something, either way you are likely to be right". It's true – by saying you "can't" do something you are already setting yourself up to not do it!

It's important to notice when the voices in your mind are talking and then take control of these voices (as if we have a giant personal remote control in hand). We can pause the voices, we can turn down the volume and, more importantly, we can "reprogramme" these voices. We can reprogramme the limiting beliefs to something much more useful – we can presuppose something to be true and hold enabling beliefs that will enable us and help us to achieve things.

Enabling beliefs can be inspirational, powerful and motivational – they can help us "unlock" our thinking and be curious about a situation so we can get a different perspective. We can hold a belief to be true in certain situations to help us and others – to enable us to move forward and achieve our objectives, goals and outcomes.

We can experiment with our own thinking and this can give us flexibility in our feelings and behaviours. At times when we feel stuck or confused with various situations we are faced with we can hold an enabling belief.

**The following are just a handful of motivational enabling beliefs, two with corresponding narrative to their potential use and others for you to think about yourself – employing the strategy that Your Mind is Your Kingdom.**

*"If you always do what you've always done, you will always get what you've always got"*

If something isn't working and you are doing the "same old thing" over and over again you will get the same result. By doing something differently it might give you a different (and maybe better) result. By seizing an opportunity to try things in a different way you are opening up all sorts of possibilities – and if you don't try things in a different way, how will you know what you are missing out on?

This is where knowledge sharing and networking comes into greatest effect. You can learn from other admin professionals by sharing knowledge and best practice. In the interactive world of the world wide web, there are some amazing resources out there – all available at the touch of a button on your laptop. Resources (such as this very website (especially the Forum!)) can be inspirational sources of information and a catalyst for putting into practice this enabling belief.

## *“There is no such thing as failure, only feedback”*

Many of you will have a formal appraisal process at your organisations. Recognise that feedback is crucial to your overall success and high quality feedback is given for your own career progression.

Those voices in our head may receive certain feedback with a response along the lines of “well, you failed there didn’t you!”. Sound familiar? This is not a particularly useful internal dialogue to have.

By holding the belief that “there is no such thing as failure, only feedback” will open up more opportunities and possibilities for you to learn from feedback. So, the project you’ve worked on may not have gone as well as you liked or hoped – so what can you learn from it? Knowing what you now know, in hindsight, what could you have done differently? If you were to run a similar project again, what could you do more of? Less of? What will you replicate? What will you do the same? What will you do differently?

And here are some other enabling beliefs for you to think about - remembering that Your Mind Is Your Kingdom...

*“Choice is better than no choice”*

*“If one person can do something then anyone can”*

*“The person with the most flexibility in thinking and behaviour has the most influence over any interaction”*

*“I am in charge of my mind and therefore my results”*

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## Article taster...

**There are a whole host interesting, informative and 'must-read' articles on DeskDemon.com**

**Here are a taste of just a few - click on the links to read the full stories online.**

### Most Unusual Questions from Job Seekers

It's often said there are no bad questions, but a new survey suggests otherwise. Human Resources managers were asked to recount the most unusual or surprising question they have heard a job seeker ask during an interview. Here are some of their responses:



- "Do I have to be at work every day?"**
- "Would you consider going on a date with me?"**
- "Do you want to take a ride in my new car?"**
- "What colour is the paint in this office?"**
- "Can my husband finish this test for me?"**
- "Is the boss single?"**
- "Do you have a job for my partner?"**
- "What are the women who work here like?"**
- "How do you think I did on the interview?"**

**Click here to read more**

### Great Britain: A Nation of Sun Seekers

#### Thomson Launches First Ever Sunshine Index to Help Brits Escape to the sun

After the UK faced the second wettest year on record in 2012, new research released today by Thomson reveals that



many Brits are already concerned that 2013 will be the same, if not worse, with half (52%) believing that British

summers are getting worse each year. This has led to a surge in holiday hunting on the Thomson website this month as 11.2 million consumers have searched for holidays. Saturday 19th January was predicted to be the busiest day for holiday bookings in Thomson stores as customers look to escape the weather for warmer climes.

**Click here to read more**

## Recharge Your Motivation at Work

Five tips that can help you motivate yourself at work and fire up your productivity.

Overcoming the emotional hurdle of going to work every morning and doing the same thing over and over again isn't always easy. There is no single, straightforward solution for the lack of motivation at work. Even after beating it, the problem reappears at the first sign of failure. What separates the highly successful from the ordinary is the ability to fight this problem and move forward. Lack of motivation can be a major performance barrier; therefore, employees should try to increase their motivational levels to live a happier and healthier life. With the proper inner drive, everything can seamlessly fall into place. But how can you motivate yourself at the office on a daily basis?



[Click here to read more](#)



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## Be a Traveller, Not a Tourist - How to Pack Like a Pilot

You see them everywhere - in airports, in train stations, on cruise ships, anywhere tourists can be found - travellers dragging enormous, heavy bags behind them, seemingly carrying for a week's vacation every piece of clothing they own. But if you keep looking, you'll find the

professional travellers - pilots and cabin crew - who can pack for two weeks away from home in a single suitcase, with only one other carry-on to weigh them down. How do they do it?

The professionals know the eight secrets to packing well, to bringing everything they need but nothing more. And as these experienced packers walk through the airports and train stations, they're also marveling (and generally laughing) at the holidaymakers who've packed as if they're moving permanently.

## Basic Guidelines for Conference Organising



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### Strategic Planning

Identify your target audience; define your goals and objectives for the conference; decide on a theme for the event; decide on the type of approach that you would want for the conference; conduct meetings with the venue staff to sort out the strategic planning requirements

### Budget

A well-planned budget is a vital tool for the success of a conference. Consider all areas of the conference and work out a cost for the event. Once your budget is finalised, it is vital that you stick to it until the end of the event. Include the costs for the venue hires, speaker's fees etc. Also include other costs such as, hotel accommodation and transport charges. Remember to always have at least a 10% to cover unforeseen expenses.