

PA ENTERPRISE

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

March 2013

Article taster:

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Office Work _ are you being thanked enough?

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Great new gadget to keep track of your iPhone, iPad – even your kids!

Simply connect hipKey to your phone or tablet via Bluetooth and it will sound a loud alarm if you leave your phone or tablet behind

- **Stylish and compact Bluetooth 4.0-enabled alarm works with iPhone and iPad**
- **The size of a small key ring, connects with Apple devices via free iOS app**
- **Sounds a loud alarm when a paired device goes beyond a safe distance**
- **Place the hipKey™ in a bag and built-in motion sensors triggers alarm if moved**

hipKey™ from hippih is a key ring that helps you keep your valuable belongings and loved ones close by. Simply connect hipKey to your phone or tablet via Bluetooth and it will sound a loud alarm if you leave your phone or tablet behind. hipKey can even be placed in a child's pocket to ensure they do not stray too far from Mum or Dad.

Alarm Mode: How many times have you left a bar, restaurant, coffee shop or public transport and accidentally left behind your iPhone, iPad or bag? This mode sounds the alarm before it's too late to go back and retrieve your stranded item.

Child Mode: Keeping an eye on a child in crowded public place can be a stressful experience. Attach the hipKey™ to your child and you will be warned should he or she wander away.

Motion Mode: Place hipKey™ in your bag and the built-in motion sensor will trigger an alarm if the bag is moved.

Find Me Mode: Lost your phone down the sofa? Press the 'Action' button on the hipKey™ and the device will emit an alarm and vibrate on your device so you can locate it. Or use your iPhone / iPad to find your keys on your way out of the door.

At only 50mm in diameter and 7mm thick, hipKey™ is compact enough to hold comfortably in your hand, slide into a pocket, attach to a key ring using its durable built-in key hanger or stow away in a bag unnoticed.



Admiral reveals cars targeted by thieves and vandals

According to Admiral, owners of Smarts, BMWs or Maseratis are the most likely to be targeted by thieves and vandal, but Bentley drivers are also at high risk.

Admiral looked at over 700,000 claims and found that Smarts were the make of car most likely to have something stolen from them, BMWs were the most likely to be stolen and Maseratis the most likely to be vandalised. But Bentleys appear to be a risk across the board, appearing in the top five on the lists for having something stolen, being stolen, and being vandalised.

When turning to specific models, it's the quirky Nissan Figaro that's most likely to have something stolen from it, the BMW X6 that's most likely to be stolen and the Kia Soul that's most likely to be vandalised.

TopLine Communications Launch B2B Social Media Training Service

TopLine Communications has introduced a custom social media training service. Designed for employees of B2B organisations, the training will ensure that marketing departments get the most out of their social media campaigns.



Heather Baker, MD of TopLine Communications, explains: "Social media networks are coming close to dominating the marketing landscape, representing a rapid development over just a few years. This means that marketers have had to face a steep learning curve. Targeting businesses and professionals through social networking is more challenging than reaching consumers. While there is still a great deal of opportunity to reach audiences, it can be difficult to know where to start."

TopLine's B2B training sessions include:

- **An overview of the social media landscape**
- **Knowing your markets: an explanation of social media monitoring**
- **How to create and manage integrated B2B social media campaigns**
- **A guide to successful B2B blogging**
- **LinkedIn marketing**
- **Facebook marketing**
- **Twitter marketing**
- **Pinterest marketing**
- **Video marketing**
- **Using social media for lead generation**

Heather concludes: "Social networking can be valuable for lead generation, crisis management and profile-raising, and with the right training B2B organisations can make the most of their untapped potential."

Click to find out more about TopLine's B2B Social Media Training visit www.toplinecomms.com



Send artisan gifts with new social gifting app from [gifted2you.com](http://www.gifted2you.com)

People looking for a new, easy way to send eco-friendly, artisan gifts can now use a neat social gifting smartphone app from www.gifted2you.com

The gifted2you.com app offers users an easy way to send hand-curated gifts including flowers, fine wine, food hampers, chocolates and pampering gifts.

The presents offered by gifted2you.com range in price from £8 to £99. In just 3 minutes, the gift can be sourced, paid for and delivery set. The app also offers a range of gift cards that are sent out packaged beautifully with a personal gift message from Marks and Spencer, Pizza Express, iTunes, Bella Italia, Cineworld, Toni and Guy, New Look, Toys r Us and Strada to name a few.

Job Hunting the Smart Way

Great jobs are hard to come by these days, it's time to use Smartphone technology to set you apart from the rest



Smartphones have quickly become a commuter's best friend, giving us vast choice of on the go entertainment such as games, music, movies, online books, news, email.... The list is endless! In the past year smart technology has advanced so much that it now allows you to take advantage of 'dead time' by managing your job hunting process whilst on the move. Most people spend hours of

their precious time trying to source their next job opportunity and going through the same application process over and over again. Great jobs are hard to come by these days, it's time to use this technology to set you apart from the rest and get a better chance of securing the job you want.

People Source has found that 86% of job seekers use their

phone to find a new job. Most job boards are now optimised to be viewable on pretty much any device, and in a bid to increase their profile in the prolific smartphone culture, a few of the bigger job boards like Monster and Jobsite have now developed their own mobile app allowing you to set up a profile and apply for jobs at the click of a button. Jobsite even have a QR code on their website allowing you to



Turn to page 8 for a round-up of some of the best free apps to help in your job and interview search

instantly download their app. You can search for jobs, set up saved searches and apply directly from your phone. Most job boards will email you regular job updates, so you don't miss out on any opportunities.



Some great apps like **Interview Prep Questions** for iPhone

and Android are a perfect way to prepare for that big job interview and nail the job you want. There are lots of interview prep apps out there that will test your knowledge on a particular subject tailored to the job you are applying for such as the **.NET Interview Preparation** app on Google Play. It will ask you common questions that are likely to come up in your interview and give you the answers to relevant



technical matters. This means you can brush up on your skills and have a practice interview, as many times as you like, wherever you are! Using these on your way to an interview will give you that extra confidence boost and get you in the right mind set to really impress your interviewer!

Networking is the key to finding the perfect employer. Use your commuting/lunch time wisely by spending 15-30 minutes on Linked in every day to increase your network, follow companies you are interested in working for, build your online presence and put yourself at the forefront of the market! This will increase your visibility as an industry professional and open up your

lines of communication with relevant recruiters.

Smart technology allows you to be much more responsive, take advantage of the ability to instantly email whilst on the move and stay ahead of your competition by responding quickly to your recruiter.

People Source have a brand new website that is optimised for smart phones and tablets that makes job hunting in the IT sector simple and easy. You can view current jobs and apply direct from wherever you are, whilst keeping abreast of up to date industry news and taking advantage of a range of hints and tips to help you impress your interviewer!

Visit People Source for more information on technical recruitment.

Job Search Apps



CareerBuilder AppJobs by CareerBuilder.com:

This free app brings the power of CareerBuilder.com straight to your mobile device, giving you instant access to search and apply to nearly 2 million job postings on CareerBuilder.com, the largest job site in the US.



SnagAJob AppSnagAJob:

SnagAJob is a top-ranked search engine for full-time and part-time hourly positions throughout the US. This free app provides you immediate access to their database of new job listings.



Monster Jobs AppMonster.com Jobs:

In addition to feeding the latest job postings from Monster.com, this free app lets you take your Monster.com account with you on the go so that you can apply directly to new listings right from your mobile device.



Craigslist for iPhone AppCraigslist for iPhone:

Craigslist for iPhone features an intuitive interface and myriads of features to browse and post to Craigslist. Most importantly, it gives you access to the Craigslist job classifieds by small and medium businesses looking for local candidates.



Indeed Jobs AppJob Search by Indeed.com:

Indeed is a powerful job search aggregator that collects job listings from all the major job search engines and job boards into one convenient location for you to review.



JobAware AppJobAware:

JobAware shares all the outstanding features of JobAware Lite, but also offers salary comparisons for hundreds of occupations, LinkedIn account integration to help you take advantage of your network and job search advice from top career experts.



LinkUp AppJob Search Engine by LinkUp.com:

LinkUp's unique search engine, updated daily, lists only jobs that are found on company and employer websites. This helps you uncover the hidden job market of opportunities not publicly advertised on the major job search engines.



JobCompass AppJobCompass:

JobCompass uses the iPhone's GPS to find open positions within a given radius of the area you are in. This app in addition to providing job description information, also allows you to apply directly from your phone.



SimplyHired AppSimply Hired:

Simply Hired is one of the largest job search engines, aggregating job postings from across the web, including major job search engines, online newspapers, company websites and more.



What Color is Your Parachute AppWhat Color Is Your Parachute? Job-Interview Tool:

Stand out, nail the interview, and land the job with groundbreaking tips from Richard Bolles, author of What Color Is Your Parachute?, the popular job-hunting guide.

Interview Apps



Monster.com Interviews:

The Monster.com Interviews app is the ultimate tool to help you through the entire job interview process. This step-by-step guide provides advice and coaching through every stage of a job interview and follow-up process.



Interview Buzz Lite :

Interview Buzz LITE contains 50+ interview questions with answers and 80 commonly asked practice questions. It also has information on tying a tie, dressing to impress, dinner etiquette and more.



101 Great Answers to the Toughest Interview Questions:

Based on the best-selling book by Ron Fry, this free app helps prepare you for your next interview with key interview tips, advice and insights.



Interview Pro:

This free app gives you over 80 job interview questions and answers, including the most common job interview questions and the more challenging questions that interviewers like to ask.

Networking Apps



LinkedIn:

Get on-the-go access to your professional network with LinkedIn for iPhone. Find and connect with more than 120M members worldwide, read the latest industry news, keep up-to-date with your groups, and share content with your network from anywhere.



SnapDat Digital Business Cards App:

SnapDat is an app for designing and sending digital business cards directly from your iPhone! You can create unlimited digital business cards with a provided template or picture and can email it instantly to your contact's address.



BeKnown App:

BeKnown, by Monster.com, is the professional networking app on Facebook. BeKnown for iPhone makes it easy to tap into new professional opportunities anywhere, anytime while carefully leveraging the power of your current social network.



Twitter App:

Get short bursts of timely information on the official Twitter app for iPhone. You can also share content, follow industry leaders and potential career stakeholders and search job updates from your target employers.

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This month's question:

How frequently are your recommendations considered in your boss's business decisions?

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Are we all still clueless about the common cold?

Despite suffering from an average of two bouts of cold or flu each year – or 160 over the course of a lifetime – many of us remain clueless when it comes to knowing how best to avoid and treat the common cold, according to the findings of a new study by Fisherman's Friend.



The survey of 2,000 adults throughout the UK found that old wives' tales about colds, their causes, and how to treat them, continue to abound, with common misconceptions still very much the order of the day.

More than one in four of those surveyed swear by the old adage that it's good to sweat a cold out, for example by wearing lots of layers in bed or sticking your head over a bowl of steaming water. However, both are completely ineffective as remedies, although they might make you feel a little better and alleviate some of the symptoms.

Likewise, four out of 10 of us believe that taking lots of Vitamin C and zinc can help cure a cold, or even stave it off in the first place – again wrong. If you come into direct contact with the virus then it's almost certainly going to get you, no matter how fit or healthy you are.

Results show that more than one in three of us incorrectly believe kissing is one of the most sure-fire ways to spread a cold – but it's not the kiss that causes the cold, it's the coincidental, and often accidental, exchanging of nose mucus that spreads the dreaded virus.

Almost one in six of us even believe that some people are prone to catching flu from the flu jab – which is actually impossible as the vaccine includes only components of the virus, and not a complete version of it.

Perhaps worst of all, almost one in five of us incorrectly believe that you shouldn't actually treat the symptoms of a cold, and that if you let a cold get on with its business then it will be over all the sooner.

"Our study shows how misconceptions about how best to treat the common cold, or how best to avoid it all together,



continue to abound," says Fisherman's Friend's colds expert Rob Metcalfe. "The reality is that there is little we can do to cure a cold, but we can alleviate the symptoms, which makes the cold more bearable and will also reduce the chance of spreading it, for example through infected mucus."

The survey also shows how far some of us will go to try and make sure we stay cold free. Four out of 10 correctly identified

that regularly washing hands was a good way to avoid the virus, while more than one in 20 said they tried not to leave the house whenever they were aware a cold was doing the rounds.

Almost one in 10 said they always refused to meet up with friends of family members suffering from a cold or flu. And one in four said they didn't do anything to avoid catching a cold or

flu, accepting that there is little they can do to avoid them.

**Turn to page 14 for
the top ten myths
about the common
cold**

TOP 10 MYTHS ABOUT THE COMMON COLD:

1. OUT IN THE COLD

You catch a cold when you come into contact with the cold virus, rather than because you've been outside in the cold. It doesn't matter if you are hot, cold, warm, or dry when the virus strikes.

2. FLU SHOTS

One in six of us actually believe that you can catch flu from the flu injection because of the common misconception that the flu vaccine contains a weakened form of the flu virus. In fact, it only includes components of the virus and so it is actually impossible to catch flu from a flu jab.

3. IMMUNE SYSTEM

Contrary to popular belief, a weakened immune system does not heighten the risks of catching a cold. Healthy and unhealthy people exhibit the same amount of susceptibility to colds.

4. TAKE LOTS OF VITAMIN C

It is a myth that loads of Vitamin C and zinc help to stave off (or cure) a cold. While it is often a good idea to take vitamin and mineral supplements, they have no effect on the cold virus. You are better off managing the symptoms of the cold as best you can and sitting it out.

5. MOST COLDS ARE CAUGHT IN WINTER

Actually, most colds are caught in Spring and Autumn when the virus is at its most active.

6. SWEAT IT OUT

It's commonly believed that covering up with extra blankets or sticking your head over a bowl of hot water will help sweat the cold out. Sadly, it doesn't



work, although it may make you feel better as it addresses the symptoms.

7. MILKING IT

A lot of people think that drinking milk while you have a cold is a bad idea because it causes more mucus to build up. Actually, milk does not cause a build up of mucus at all – you can drink as much of it as you like and it will have no effect on your cold.

8. KISSING

The quantity of virus on the lips and mouth is tiny, and a much larger dose would be required to become infected. It is the nasal mucus we all have to worry about.

9. COLD SYMPTOMS

One in five of us believe that the symptoms of a cold (running nose, coughing etc.) should go untreated, so the cold plays itself out more quickly. In reality, the symptoms not only make no difference to the duration of the cold, they can help spread the bug to other people – through nose blowing and coughing. You should take comfort in knowing that pain killers and other cold medicines will not only make the illness more tolerable, they will help to keep it contained.

10. STARVE A FEVER

We've all heard the phrase "starve a fever, feed a cold." However, eating has no negative impact on the body when you are sick. In fact, the opposite is true. Food provides the body with fuel to cope with illness.



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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”.

A is for...Assertiveness

We’ve all heard of the “fight” or “flight” syndrome - when faced with situations outside of our control our immediate reaction is likely to be one that is either:

Aggressive - where we react with verbal/physical fighting or

Passive - where we run away physically or mentally (by burying our heads in the sand or ignoring it).

It’s a primal response that stems way, way back. Imagine yourself now - way, way back in time –

let’s say the Stone Age. You’ve spent the morning kitting your cave out with the top of the range stone accessories (carved by your own fair hands) and you’re looking forward to a relaxing evening watching the sunset. So when an intruder approaches your cave (he’s heard of your talent with carving stone accessories and fancies taking something for himself!) your instinctive reaction is likely to be one of two responses – do you
a) pick up the heavy brick club

that you keep by your side at all times, wave it high above your head and fight him off or b) take flight out of the back entrance of your cave as fast as your deer-skin-clad little feet will take you (flight)? That's what the fight or flight response is.

In the work place the "fight/aggressive" or "flight/passive" responses are ineffective with negative implications to you and your team. Neither response will win you the respect of you team members or ensure you are considered a valued professional. Recognising when the primal fight/flight reaction could potentially take hold is crucial for your success. Understanding that you have a choice over your reactions is paramount – as is the knowledge that the best choice available to you is "assertiveness".





What is “assertiveness”?

For me, it’s about standing up for what you think, for what you believe in – and at the same time respecting the fact that not everyone will think the same as you do. People have different perspectives on things - everyone “ticks” differently, we are all unique in the way we are made-up. This is what makes the world such an exciting place to be. This is what makes the world such a challenging place to be.

How do we react and communicate assertively?

Based on the research of Harvard Professor Albert Mehrabian, communication can be broken down into three areas - 1) the words that we speak 2) the tone that we use and 3) the body language that we use. The words that we speak account for 7% importance in getting our message across, the tone for 38% and the body language for 55%. If we use Mehrabian’s research in terms of responding assertively then it is clear that we need to pay attention to how we deliver our assertive message as well as the actual words and verbage we use.

I am an advocate of the saying “failing to plan is planning to fail” – so where possible take time to plan your assertive response. You can think about your response in terms of the three Mehrabian’s areas with the following checklists:

**Our
next
article in this
series is:
B is for...Belief**



Assertive Words:

- Be open, honest and to the point
- Use "I" statements – this is about your view
- Share your feelings – take ownership of the fact that we are emotional beings. Say "I feel...." and claim the emotion you are feeling
- Acknowledge your own rights, wants and needs
- Ask questions of others to find out their wants and needs. Empathise with the other person(s) views and respect the fact that people are different and have different views.
- Focus on problem solving, moving forward and thinking about the future. The ideal outcome for any assertive response is for a win-win situation. Propose a way forward and then "bounce" this back to your recipient asking them what they think.

Assertive Tone:

- Think about how you say the words
- Speak the meaning, not just the words
- Think about the timing of your response – put your own view forward and allow others to have their say
- Ensure your breathing is relaxed and steady
- Use evenly spaced words
- Speak at an even pace
- Emphasise key words

Assertive Body Language

- Ensure your eye contact is direct, relaxed and gentle
- Deliver your message at the same eye level to your recipient(s)
- Keep your posture upright and balanced ("plant" your feet firmly on the ground – so you feel truly "grounded")
- Ensure you are facing the other person and at the same time respecting their personal space
- Ensure your gestures are balanced and open
- Ensure your facial expression is open and pleasant

Assertiveness Aura

In addition I believe assertiveness is at its most powerful when you achieve an Assertiveness Aura – a state of being, a presence, an aura that comes from your belief in yourself – the belief that you are entitled to be assertive, that your opinion is valued and deserves the respect of others.

About the Author:

Lindsay Taylor is the Director of Your Excellency Limited, an executive training and coaching organisation in the UK. Lindsay specialises in delivering training and coaching to PAs, EAs, Secretaries and Administrators across the world and believes that fun, experiential training delivered in a jargon-free down-to-earth manner will ensure a memorable experience and optimise learning.

Women naturally adapt to change

Whilst women are naturally adaptable, it is sheer survival instinct, a can-do attitude and an ability to juggle which is helping them to cope in the current financial climate according to Cognitive Neuroscientist and Business Improvement Strategist, Dr Lynda Shaw.



In recent years many PAs have had to cope with increased workloads, redundancies, fewer hours and less opportunity, but Dr Shaw says that women in particular are still successful in adapting. "Women are constantly reinventing themselves at every stage of their life. From launching their career, to becoming a mother, to the menopause, to retirement and all the changes in-between, women are amazing at adapting to their situation."

In the PA industry alone, the 2012 National PA Survey showed that the last fifteen years have seen a great shift in responsibilities. The majority of PAs (56%) now consider their role to be of greater importance, which has naturally brought with it higher expectations and increased workloads. However PAs responded positively, saying they are now increasingly dynamic members of their company's management teams.

Dr Shaw continues: "The responsibilities that rest on our shoulders have increased beyond general society's expectations.

We are now expected, and expect of ourselves, to be a career woman, a mother, a friend, a partner, a PTA chairman, a philanthropist, a cook, a chauffeur, a cleaner, a carer and much more. However it is our natural ability to adapt that means women are excellent at coping with change. Rather than shutting down, women tend to just 'get on with it' and make the most of their situation. We can see this after redundancy. Often women do not experience the same great crash in confidence that men can do. Women tend to have multiple identities so the loss of one of these identities may have less of a psychological impact."

However women's ability to adapt can drive them to take on too much. Nowadays, many women have to try and combine work with the demands of raising a family full time.

Dr Shaw explains: "The pressures on women are huge. We have been told that we can have it all – the perfect job, the perfect relationship, the perfect children,

the perfect house; but all this comes at a cost. With all these demands on our time women often find themselves 'on the go' twelve to fourteen hours a day.

"In order to gain flexibility we have seen that many women have decided to set up their own businesses so that they can fit their working lives around the demands of family life. This often means that women can choose their hours to fit in with their families. However with this advantage comes the reality of working very long days just to fit everything in."

But is this realistic?

The pressures of trying to fit everything into your life can often mean expectations become too high, and stress levels can rise.

Dr Shaw explains: "Women often tend to put other people before themselves, for example taking on extra at work to cover for a colleague. But it is essential to look after ourselves, and to create a healthy balance in our lives between work and pleasure."

"The pressures of trying to fit everything into your life can often mean expectations become too high, and stress levels can rise."

Dr Shaw suggests the following can help women to cope with stress and to achieve a good work/life balance:

- Be in control, manage your time effectively and set yourself achievable targets. Lack of control is one of the main causes of stress so make sure you're organised and stay on top of your to do list.



- Leave work at work – don't be tempted to check your emails or work at night once you've got home. If you often have to work from home, assign a room, desk or workspace as your 'office', and try to avoid working in other parts of the house such as bedrooms or living areas. Turn off your phone or disable work emails during the evenings and at weekends, so that you're not constantly distracted by thoughts of work during your 'downtime'.
- Learn to say no. As much as you would like to, you can't do everything, so admit when you've

got too much on to create healthy boundaries and avoid overworking yourself.

- Prioritise your time. Make one list of both personal and work tasks which are urgent and make sure these get done first. That way if you don't have time for everything, at least the most essential tasks will have been completed in both areas of your life.
- If you can't avoid a stressful situation, think about what you can do to change it for the future. Make sure you express your feelings and concerns to others, there's a good chance that the person or situation can change for the better or at least sharing will help relieve the burden.
- A healthy diet is essential to managing stress. Increasing your vitamins and magnesium intake will have positive effects on your mind and body and help you cope better in stressful situations.
- Start a stress journal if you are feeling very strained. Every time you're feeling stressed write down: what caused your stress, your physical and emotional feelings at that time, your reaction, and how you made yourself feel better. Your stress journal will help you identify the stress in your life so that you can plan to reduce these situations in the future.
- Keep active and make time for exercise – this will boost your energy levels, improve concentration and ultimately help you get things done more efficiently. Do exercise you enjoy rather than one that is a chore so you are more likely to do it. Go for a walk with friends!

A certain amount of stress is good. For instance, the stress hormone norepinephrine is needed to create new memories. So the key to controlling stress is by proactive stress management.

Don't be too hard on yourself. If you absolutely have to miss a sports day or don't quite get that presentation in on time, don't beat yourself up about it. Just make up for it in the future.

TATTOO ARTIST

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Top Five Overseas Wedding Locations Revealed

Your wedding day should be one of the most important and special occasions in your life, and an unforgettable day deserves an unforgettable setting. No expense should be spared in order to make a wedding unique, and with this in mind, more and more people consider a wedding abroad as an alternative to a traditional UK-based ceremony. Aside from being cheaper on the whole than a wedding in the UK, weddings abroad can also mean virtually guaranteed good weather, and the chance to exchange vows against an idyllic beach setting.

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Marriott Helps 'Clean the World'

Global hospitality leader Marriott International, Inc. has become an official hotel partner of Clean the World, a non-profit that collects, recycles and distributes discarded soaps and other hygiene amenities to communities in need.

With nearly 47,000 rooms (more than 200 hotels) already participating, Marriott is the number one hotel chain in the Clean the World portfolio, having collected nearly 1 million soap bars and amenity bottles and diverting more than 120 tons of waste from landfills since 2009.

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Typing Correctly To Avoid Carpal Tunnel Syndrome

Carpal Tunnel Syndrome or CTS is very common for people that type frequently while they work. It is also common for people with jobs that require a lot of repetitive movement with the fingers, hands and wrists. People with diabetes, thyroid disease and rheumatoid arthritis are more prone to developing CTS as well. Certain things should be done to help prevent the disease as it can seriously affect your ability to work and enjoy life.



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Five Most Common Interview Questions

Although every organisation and interviewer has their own set of interview questions, there are five questions you are guaranteed to be asked at some point in your job search. Being prepared to answer them is a task that is part of standard interview preparation. A few general interview prep chores are listed as well as the five most common interview questions and the strategy to use when answering.

Five Ways To Reduce Your Waste At Work

Although many people are going to great lengths to conserve energy and recycle their waste at home, the same people are not always as "green-conscious" in the workplace. Businesses are one of the biggest sources of rubbish, and energy waste. It can be difficult to follow conservation practices at work when things are already hectic and there is little time left over for taking care of the planet. Yet it is more important than ever to maintain our "green" methods wherever we are; at work, at home, on holiday, or simply a night out with the family.



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Office work can be a thankless task

When was the last time your boss said thank you? If you're struggling to remember then you're not alone. A survey of 2,000 office workers reveals that nearly half of the UK's office workers haven't had a thank you from their boss in over a year!

The research, carried out by Avery, unveils some shocking statistics about just how undervalued the UK's office workforce really feels. It turns out that one in four office workers have never actually received a thank you from their boss, while more than half feel that they don't receive the proper credit for their hard work. It seems it's not about money either, with 47% of office workers claiming they are paid a fair wage for their efforts but that their boss simply doesn't show them the appreciation they deserve.

The findings also reveal that as many as six in ten office workers do not feel they are appreciated by their boss at all, with a third saying they've stopped expecting to be appreciated because it's been so long since they received a thank you. And it's not just saying it that counts. A quarter of employees do get an occasional thank you from their boss but feel it isn't always sincerely meant!

Beyond simply saying 'thanks' there are some other little things that bosses can do to address the situation too. When it comes to feeling more appreciated in the office, workers cite flexibility with working hours, a bit more honesty and the odd cup of tea as some of the biggest factors that can really make them happier. And there's a strong incentive for bosses to be more appreciative too - when feeling underappreciated, office workers say that the most common response is to start caring

less about their work, with a fifth of office workers going as far as refreshing their CV to get them through!

There are some tough cookies out there though, with one in four hardy workers saying they will put maximum effort into their work regardless of how unhappy or underappreciated they feel. But the bigger picture is one where just a third of people find their job rewarding, and one in four people have to treat themselves at least once a week in order to cheer themselves up from work.



Top 10 Things That Workers Appreciate

- 1 Complimenting their work
- 2 A Christmas bonus
- 3 More flexibility with hours
- 4 More honesty from people
- 5 Being made a cup of tea once in a while
- 6 More appreciation of how hard it is balancing work and family commitments
- 7 More understanding when they have appointments
- 8 Colleagues remembering birthdays
- 9 Teambuilding exercises
- 10 More work socials