

PA ENTERPRISE

A close-up photograph of a woman with brown hair pulled back, wearing a dark blazer over a white shirt. She is holding a white mobile phone to her ear and looking off to the side with a slight smile.

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

July 2014

**Summer Fitness
Do's and Don'ts**

**Best Apps for
Busy Executive
Travellers**

**Top Five Most Common
Employment Law Myths**

**Eat and Think: customised diet
plans tailored to your lifestyle**

PA Enterprise is published by

Deskdemon.com

The World's Largest Website for Executive PAs, Secretaries, Administrators & Office Managers



Make Amazing

Add a touch of magic to your office organisation

Organisation is key when it comes to the day to day management of the office, and whether your business is large or small, it is often the little things that make your day run a little more smoothly.

Samantha Humphries is an office manager who loves stationery! It's a personal passion that has many benefits when working in a busy office. She's honed her skills to add a touch of magic to every day organisation, meaning she stays on top of her work, no matter what...

Here are just a few of Sam's top tips and tricks to help you stay organised!

When sending confidential documents, for peace of mind, use Scotch Magic Tape to create an additional tamperproof seal.

You will need:

- An envelope
- A biro or company stamp
- Scotch Magic Tape

Step 1

Simply take a strip of Scotch Magic Tape and place over the seal of your envelope.

Step 2

Using the biro, or company stamp, sign your name and date across both the tape and the envelope to create a tamperproof seal – **this tape is ideal because you can write straight onto it.**

Step 3

When the recipient receives their mail, they will be able to see if the envelope has been opened or tampered with, as part of the writing or company stamp will be clearly visible on envelope.

You may also need to send confidential information, and sometimes there are parts of a document you want to conceal, for example a personal address, bank details or salary. Again, Scotch Magic Tape offers the ideal solution.

Place a strip of tape across the section of the document you wish to hide, and block content out using a marker pen. When photocopied, you'll see the **Magic Tape does not ghost, making other information difficult to read, yet conceals sensitive information.** As this tape is

instantly repositionable so you can

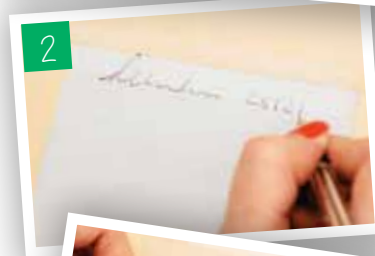
remove it from your original document

simply remove the strip from your original document, which remains unmarked, and re-file.

If that wasn't enough, Scotch Magic Tape is also ideal for labelling plastic in and out trays, or even plastic folders – the tape can be easily removed as often as you change your mind, and doesn't leave unsightly paper residue!

For more ideas and inspiration on how to use Scotch Magic Tape around the office visit

www.facebook.com/ScotchUK.



Conceal sensitive details

Label In & Out trays



Fancy winning your Scotch Magic Day?

Look for the stickered packs for your chance to win your **Scotch Magic Day**, including a range of activities: Spa, Beauty, Dining, Driving and more.



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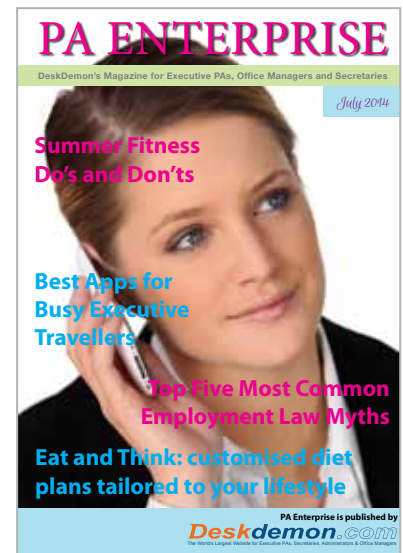
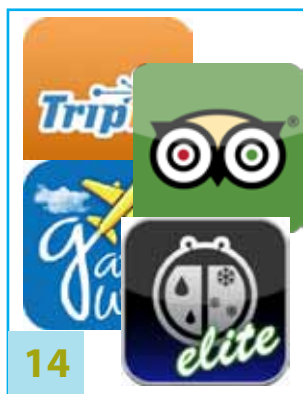
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Top Five Most Common Employment Law Myths

Law firm, Irwin Mitchell, has revealed the five most common employment law myths in the UK and called on the Government to do more to give clear guidance about legal issues in the workplace.

According to the national firm, many businesses are not fully aware of the key employment law rights and obligations and as a result, are at risk of making decisions which are unlawful and could lead to expensive legal claims against them.

Analysis of the feedback which the firm has received over the past 12 months from the hundreds of businesses using its fixed cost employment law service, IMHRplus, Irwin

Mitchell has identified what it believes are the top five employment law myths which currently exist within UK companies. In order of the most common, these are:

- ▶ **MYTH 1 - In order to avoid claims when dismissing an employee you must follow a particular procedure and are safe from claims as long as you do so.**
- ▶ **MYTH 2 - Parents have the right to work part time.**

- ▶ **MYTH 3 - You can't make a woman on maternity leave redundant.**
- ▶ **MYTH 4 - Employers must provide a reference to employees who are leaving.**
- ▶ **MYTH 5 - It is not possible to retire employees anymore.**

Tom Flanagan, Partner and National Head of Employment at Irwin Mitchell, said: "Employment laws are often depicted as being anti-competitive, unduly restrictive and in many cases overly generous. Policy statements issued by the Government often appear to lend credence to misleading information about employment rights. In any event, there is insufficient clear guidance

on basic existing law available to employers who are struggling with regular change.

"It is unsurprising then that some UK businesses are confused about what they can and cannot do with regard to their staff. We believe that what businesses really want, and need, is not more and constantly changing employment laws, but clear information and guidance on managing existing laws.

"We are not pretending that employment law is easy – it isn't - but generally it should not be difficult to get the basics right. We want to help businesses realise what is and what isn't the case and help them to ensure that when they make a decision about their workforce, they are doing it correctly."

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Summer Fitness Do's and Don'ts

Summertime has arrived and with it the sunshine has inspired many to tone up, lose weight and get in shape.

Fitness expert Dee McCahill of Million Dollar Fitness has created a top tips list of do's and don'ts to maximise your performance so you can enjoy working out in the heat without wilting away in the summer sun.

Dee says: "Summer is my favourite season it really opens up a whole load of potential activities to mix up your workouts; you can go for bike rides, long walks, games in the park, outdoor jogging or running, swimming in the sea on holidays."

"The motivation to get out and do something is far greater than when it's cold and miserable outside. But there are potential pitfalls you can fall into, so here's my guide on how to prepare yourself and get the best out of your summer workouts."

1. Do drink lots of fluid

Hot weather and sunshine causes the body to sweat more and this will increase during even mild exercise like walking, so make sure you replace the fluids you are losing or you will run the risk of dehydration. Don't Wait for Your Thirst to Tell You When to Drink. Once you start thinking about a nice, cold glass of water, you're probably already 1 to 2 percent dehydrated. Try to drink a pint of water about an hour before working out and also rehydrate after your workout.

2. Don't eat protein before working out

Eating protein can increase your core temperature which when working out in warm temperatures could cause heat shock. You are much better off reloading on protein after your workout.

3. Do lower your core temp before working out

Ice based drinks drink about an hour before exercise or having an ice cold bath or

shower can lower your core temperature which will help you maximise your performance and delay the effects of the warm weather on your body.

4. Don't work out between 12 and 4

The midday sun is obviously when temperatures and UV exposure is at their highest points so try to avoid this time of the day to work out in.

5. Do get outside

The sunshine won't last forever so make the most of it while you can because before you know it it'll be dark and cold again.

6. Don't forget sunscreen

Protecting yourself against sunburn, sun stroke and harmful UV rays is really important and people often neglect the most basic protection which is sunscreen. Even when it's cloudy overhead UV rays can still be damaging to your health so don't underestimate the power of the sun.

7. Don't Swim With a Naked Face

Many swimmers assume that because their heads are usually halfway underwater, they don't need sunscreen on their face.. The sun's rays bounce off the water and the ground below to penetrate the skin on both sides of your face, making you prone to serious UV damage.

8. Don't load up on junk at the beach.

Ice cream stands and high-calorie barbecues are bound to put a damper on your diet, so stay clear of these temptations by being prepared. Pack a cooler with tons of ice, bottled water, sandwiches on whole grain breads, pita chips, hummus, yogurt and lots of fruit. You'll feel healthier and happier after your beach day.



Brother's document management software improves office organisation

Access and Share Files From Anywhere

Retrieve and share documents directly from a smartphone or tablet with the BR-Docs mobile app.

Try It Free

Buy It Now



BR-Docs

Document management from Brother™

Manage, collaborate and use workflows to store and share documents with colleagues across the building or around the world!

Try It Free

Buy It Now



Brother has launched BR-Docs, a cloud-based, document management solution which will enable businesses to digitise and manage work more effectively from a secure online portal.

The launch of BR-Docs follows research carried out by Brother last year which revealed that the average British office worker loses 1.5 working days every year looking for missing documents. It also showed that over a fifth of office workers lose important documents at least once a week.

The solution enables businesses to store, file, manage and share documents in one secure

place. Businesses can also scan direct to the software*, creating fully searchable PDFs.

The software is accessible from a range of devices, including laptops, desktops, mobiles and tablets. It will be offered via a free three-month trial with all Brother scanner purchases.

The BR-Docs Personal package is designed for up to three users, providing 25GB of storage while the Team package supports up to ten users.

** Available on selected Brother scanners*

For more information on BR-Docs, or to access a one-month trial, visit <http://brdocs.brother.co.uk>.

Top Tips for Choosing a Reliable Courier Service



Urgent Package? Fragile consignment? It's no problem if you've done your homework and are confident that you've selected the right courier. At A-B 24/7 Couriers, we know a thing or two about what our clients care about. Here's how to ensure you choose the best courier for your business...

An extension of your business

It's important to remember that the courier delivering your package to its final destination represents you. Your client will see the delivery driver as an extension of your business. Therefore, it is really important to check whether the courier company you use portrays your business in the way you would like. Are they professional? Is the driver smartly dressed and courteous? Did he arrive on time? All these little things paint a picture of what your company is like.

Do they deliver where you need to get to?

It may sound obvious but not all couriers deliver worldwide, or even UK-wide. Check whether the area you need is covered and they can respond to your call swiftly.

How will it be transported?

If you have particularly fragile packages or a large consignment, always check that the company you select can accommodate your request with their vehicles. If your package is lost or damaged in transit, does the courier

have the appropriate insurance cover to put things right?

Gather feedback

It is always useful to look at what others have to say about the courier company you have chosen, before you go ahead with any booking. It is equally important to gather feedback from your own customers when they accept a delivery. Did it arrive on time? If not, did the driver call ahead to let you know of any delay? Where was the package left? Some couriers will 'go the extra mile', quite literally!

Specialist consignments

Not all deliveries are straight forward, run of the mill 'square boxes'. Demand for transport services covering anything from specialist car parts to food can be common, and it is not just logistics know-how that is needed. Often such special requests also require specialist knowledge, understanding and care by the courier to ensure they arrive in pristine condition and on time.

Free website-building guide turns 'tech talk' into easy English

Build a Website in 90 Minutes or Less, from Hertfordshire-based digital marketing company Bug Creative, shows business owners, job seekers and authors how to get a website online even if they have no technical skills





"If you can use Microsoft Word, you can follow this guide and build a website." That's according to Paul Parry, a director of Bug Creative, the company behind a new, free guide – available now at twotriangles.net – to get people online to promote their business, hobby or even just themselves.

"While there are several big players in the web-building market," says Paul, "many people are put off them by the hidden costs involved, the idea that they're tied in to some sort of contract and the feeling that if they get stuck, they're on their own."

"I walk people through the whole process. They really like the personal touch they get with our guide and the fact that it doesn't baffle them with 'tech talk'."

Simply called *Build a Website in 90 Minutes or Less*, Bug's offering shows people how to use free software called WordPress.

"Rather than using site-building tools that often come when you buy hosting – the place online where a website 'lives' – Wordpress is popular the world over and runs 22.4% of all the websites on the internet," adds Paul.

"It can be a little tricky to use at first but when you're shown what to do and how you can benefit from it, you appreciate how good it is. It's also brilliant for creating websites that look great when viewed on a smartphone, which is becoming more and more crucial," says Paul, who has been working online since 2007.

The ebook was designed by one of his business partners, Nick Tydeman, and shows would-be site-owners...

- ▶ **How to register a domain name, such as yourname.co.uk**
- ▶ **One of the best places to 'host' a website and how to set up hosting**
- ▶ **How to install Wordpress and make your site look how you want it**
- ▶ **How to add pages, such as a Contact page and About Us**
- ▶ **How to make sure your site looks good when viewed on a smartphone**
- ▶ **How to ensure you control every aspect of your website**

Build a Website in 90 Minutes or Less is available now at twotriangles.net.

Eat and Think: customised diet plans tailored to your lifestyle



EAT AND THINK
THE RIGHT NUTRITION FOR YOU

www.eatandthink.co.uk

We're a nation that is busier than ever, which means we don't always have time to eat what we should or even when we should. Eating badly can often come down to not knowing what we should be doing for our individual lifestyle and habits.

Despite the wealth of diet information online, this can often be contradictory and not tailored to your individual requirements. Everybody is different, and this confusion simply leads to giving up on the good diet intentions as soon as it becomes apparent the results you are looking for are far too slow to appear.

That's where **Eat and Think** can help. Kelly, Veronica and Louise created Eat and Think after they recognised that a healthy diet is something of a food minefield. As professional, highly trained dietitians, they wanted to make the high quality nutritional advice that they offer every day in one-to-one consultations accessible for all. And so Eat and Think was born.

The brand new Eat and Think website provides you with access to all the information you need to eat well and live a healthy lifestyle. For just £4 a month, you will receive a weekly "Eat Like Us" meal plan, providing a list of ingredients and recipes for every meal throughout the week.

These delicious meal plans balance a healthy daily diet with the right mix of treats. With Eat and Think you work to an 80/20 ratio, because they recognise that not everyone can be 100% good all of the time!

The new website launched in Spring 2014, also incorporates a tailored service – **The Nutrition Passport**. After supplying in-depth details of your diet and lifestyle through your member area, the team will analyse your diet, health conditions, lifestyle and goals. From this, you will be supplied with a highly detailed, comprehensive report, recommending the required changes

to improve your diet and achieve your personal aims.

There are currently 13 Nutrition Passport reports available. These include conditional based reports such as Diet controlled diabetes, Heart health and Polycystic ovary syndrome, as well as goal-driven reports including Fertility, Weight reduction and Your big day.



The founders of Eat and Think

Each customised report is printable, and can be viewed across a whole variety of mobiles and tablets, allowing you to consult your report at home, at work, or on-the-go, making it easier than ever before to reach your diet goals, and keep your enthusiasm high.

Best Apps for Busy Executive Travellers

So you have a hot new iPhone or iPad - now which apps should you download and use? Here's a list of the hottest apps to help you travel smarter and work more efficiently when on the road.

By Lynda Silvestro



FlightCaster is a free app for the iPhone that claims to predict flight delays with 95 percent accuracy. So before booking your next flight, check if there's a chance of any delays first.



GateGuru is another free app for iPhones that allows you to search your airport for the restaurants, stores and services that you want and need. You can also bookmark favorite spots, read reviews, and share your travels via Facebook and Twitter.



Kayak is one of the world's leading travel search engines. Kayak Mobile for the iPad and iPhone lets you use Kayak's dedicated travel search engine to find flight prices from almost any origin to destinations around the world.

Find what you need based on price, comfort and positive feedback.

MySkyStatus.com is an app powered by Lufthansa that allows you to set up auto-Tweeting on your flight status to family, friends and business associates. Your Twitter followers can even track your in-flight progress, even if you don't have in-flight Wi-Fi.



The Phone Book App from YellowBook. Using technology from Google Maps, this free app can locate nearby businesses in a virtual reality format, including phone numbers, store hours and integrated maps. It also has an automated voice search feature to access information on millions of restaurants, hotels and businesses around the world.

Business Travel



SeatGuru is the right app for someone very particular about their seat assignment. View detailed airplane seat charts, along with crucial information about which seats are broken, have little legroom or misaligned windows.



TravelTracker Pro was named best money-saving app by American Express. The app delivers live flight status reports and live flight map tracking in the U.S. It also integrates with Triplt, so you can carry all your Triplt information including flight info, hotel reservations, car rentals, meetings, weather reports and more - all without needing an Internet connection.



With TripAdvisor's mobile app, you can search for airline ticket and hotel deals, restaurants and attractions and more. The app also offers information on vacation rentals, hotels, tourist attractions and other international destinations. It's also available in one dozen languages and includes business reviews from 35 million travelers.



The Triplt Travel Organizer is a free app that consolidates itineraries, reservations and other information, including maps and directions for multiple trips. Check-in for flights, verify flight status and check local weather from one location.



WeatherBug Elite -you know where you're going, you know a little about the place and you've booked a great hotel - but what's the weather like? Enter WeatherBug Elite and you'll get beautifully-presented weather forecasts through an easy-to-navigate user interface. Not just the weather, you'll also get infrared satellite, humidity, air pressure, wind speed, next day high and next day low pressure data. You even get live weather cameras.



WikiHood is consistently rated a best iPad app. This virtual guidebook combines Wikipedia and Google Maps to provide you with extensive information on a place's culture, history and geography. It also uses GPS technology to display local attractions and historic information for destinations around the world.



The XE Currency Converter is a mobile currency conversion tool that helps you keep track of how much you spend when abroad. The app automatically updates conversion rates for 190 international currencies. Available free with download options for all iPhone platforms.