

PA ENTERPRISE

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

September 2014

**Looking
for instant
happiness?
It's right
behind you!**

**Stresstember:
the start
of the New
Stress Year**

**Walking
works for
business**

**The most disliked
office personality
is revealed!**

**Excel Tips
and Tricks**

PA Enterprise is published by

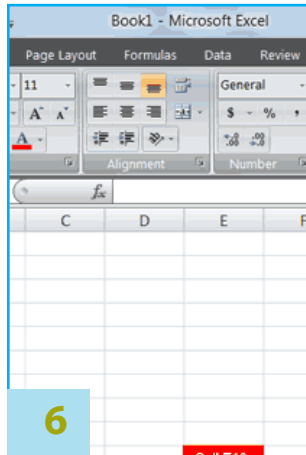
Deskdemon.com

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

As an office worker, where do you go for information, advice, tutorials, vital tools, training and relaxation?

DeskDemon is the world's largest resource, information and community site for Administrative Professionals, Executive PAs, secretaries, Administrators and Office Managers. Providing essential information, resources, tips, tricks, tools, quick links, templates, editorial features and best practice on all the daily tasks the secretarial community perform – from travel, meetings, conferences and events to managing technology, office supplies, people and their careers.





- 4 Stresstember: the start of the New Stress Year**
September is identified by health professionals as being a stressful month for many

- 6 Really Useful Excel Tips and Tricks**
10 great tips to save you time

- 8 Looking for instant happiness? It's right behind you!**

- 10 Walking works for business**
Walking Works is an innovative new programme designed to benefit employers and employees through walking

- 13 Godminster Launches Corporate Gifting**

- 14 The most disliked office personality is revealed!**
A tongue-in-cheek nationwide survey to the most disliked office personality

- 16 National Cupcake Week (15-22 September 2014)**



PA Enterprise is sent to DeskDemon UK e-newsletter, audited by ABCe (5th/6th July 2007) with a net distribution of 70,581 email addresses.

All rights reserved. No part of this Publication (whether in hardcopy or electronic form) may be copied, transmitted, or reproduced in any form or by any means, electronic, mechanical, recording, photocopying, or otherwise, without the prior written consent of DeskDemon. Whilst every care is taken in the compilation and publication of this publication, DeskDemon.com can not be held responsible for any consequences, mistakes or omissions. DeskDemon.com can not accept any responsibility for any inaccuracies or changes, or for consequential loss arising from such changes or inaccuracies, or for any other loss. Inclusion of any advertisements does not imply recommendations or endorsement by DeskDemon.com Copyright 2010 DeskDemon.com



PA ENTERPRISE MAGAZINE

www.deskdemon.com

Terminal House, Station Approach,
Shepperton,
Middlesex TW17 8AS

Editorial

PR contact: Paul Ormond
Tel: 0870 410 4030
editoruk@deskdemon.com

Features Editor

Alison Pedrick

Advertising

Paul Ormond
Tel: 0870 410 4038
paul@deskdemon.com

Jane Olsen
0870 410 4036
jane@deskdemon.com

Design & Production

Jane Bigos
Graphic Design
janebigos@deskdemon.com

Kulasekaram Vimalarasa (Raj)
Web Developer
raj@deskdemon.com

Pawel Olszak
Website Designer
pawel@deskdemon.com

Publisher

Paul Ormond
Tel: 08704104038
paul@deskdemon.com

Managing Director

Mek Rahmani
Founder, CEO
mek@deskdemon.com

Stresstember: the start of the New Stress Year



As schools re-start and work re-boots, The Sleep Council has found that 'Stresstember' not only marks the return to routine – but pressure levels too.

Its latest research shows millions of people are caught in a vicious cycle of stress and sleepless nights with September identified by health professionals as being a stressful month for many.

Neil Shah, director of **The Stress Management Society** which is supporting the **Sleep Council** campaign to highlight the problem of stress and sleep says: "In our experience September is the beginning of the Stress Calendar: the kids are back at school, the summer holidays are officially over, the weather is starting to change and we have to wait until Christmas for the next public holiday."

The study saw almost 90% of people admit to suffering from some form of stress in their lives, with almost two out of five saying they are regularly, frequently or constantly stressed.

Not surprisingly three quarters say they have problems sleeping while stressed, with the catch 22 that almost a third say when they can't sleep they get stressed, while just over a quarter say the best way to relieve stress is to have a good night's sleep.

The **Stresstember survey** found that, fresh from the long summer break, the nation's stress levels quickly reach 5.3% as the academic and working world gets back in to gear. Students are significantly more likely to feel under pressure with 16% of those polled in the 16-24-year-old age group saying they found September stressful. And women (6%) are more likely than men (4%) to feel the 'Stresstember Strain'.

By the end of October when the clocks go back and darker nights fall, stress levels affect 6.5% of us. They more than double to 14% in the hectic run-up to Christmas – but actually peak at 15% during the gloomy winter months. December is deemed to be the single most stressful month (by 9% of respondents).

Even holidays can prove a tense time of year with 8% of those questioned admitting to

feeling stressed by everything there is to do ahead of going away.

While 72% of those questioned blamed stress for sleeping problems, other reasons included feeling under the weather (46%) and sleeping in a different bed (31%). The younger generations appear to be creatures of habit, with almost half (46%) of 16-24 year olds having trouble sleeping when they aren't in their own beds.

Lisa Artis of The Sleep Council comments "Given nearly a third of people said that sleeping in a different bed can lead to trouble sleeping or disturbed sleep, there is clearly a strong link between the bed we sleep in and a good night's sleep. Sleeping in a different bed will often validate the comfort of our own bed – or prove it's time for a new one!"

The survey also found that more than 70% of us claim to have suffered with sleep disorders such as insomnia, restless leg syndrome and nightmares. Over a quarter of us find a good night's sleep in a comfortable bed helps to relieve stress, with losing ourselves in an interest or hobby, reading and watching TV also coming out top in ways to combat stress.

REGIONAL ROUNDUP

72% say they suffer sleep problems when stressed

Only 27% of people say they are a good sleeper

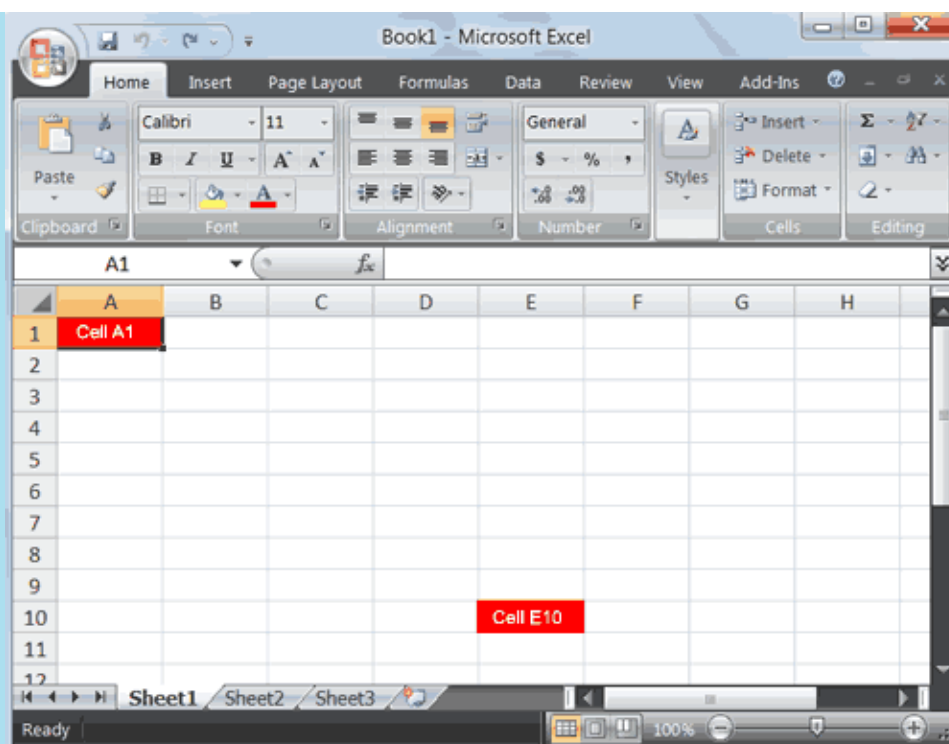
39% say they are regularly, frequently or always stressed

26% say a good night's sleep helps relieve stress

71% have suffered from a sleep disorder



Really Useful Excel Tips and Tricks



Working to a tight deadline and need to get your Excel document completed fast? Here are ten amazing Excel tips that are sure to speed things up.

By Patrick Kee

Automatically SUM () with Alt + =

Did you know you could add an entire row or column by simply clicking the first empty cell? Click, press ALT + '=' and simply add up the numbers in every above cell.

Number Formatting Keyboard Shortcuts format

There is a true logic behind the keyboard shortcuts, which otherwise seem random to you. For example, to format a number as a currency you have to use the keyboard shortcut CTRL + SHIFT + 4. It may seem random to you, but SHIFT + 4 gives you a \$ sign. So if you want to format a currency, you simply put CTRL + \$. You can do the same with formatting a number as percent

CTRL + ' to display formulas

While in the process of misbehaving troubleshooting numbers, have a go at the formulas first. See the formula used in the cell by simply hitting the two keys: Ctrl + ' (also called the acute accent key) which is the furthest to left on the row with number keys. It is tilde (~) when you press shift.

Go directly to the Start and End of Column Keyboard

Sometimes, data sets are bottomless pits. You could scroll till the end of eternity or use the shortcut CTRL + down arrow to jump down the last filled cell or vice-versa.

Repeat the same formula for multiple cells

Typing the same formula for all cells, No! First you need to create the formula in the first cell, and then take the cursor to the right lower corner of the cell. See the cursor turning into plus? Now simply double click to copy the formula and drag it on the rest of cells in the column. Bingo, problem solved!

Delete/Add columns keyboard shortcut

It takes you all day to manage columns and rows in your spreadsheet. Here's how you save a little time: Press CTRL + minus and it will delete the column you have placed your cursor on and CTRL + Shift will add a new column.

Adjusting width of column(s)

There's a way to get rid of those useless #### entries. Simply click on the column header and move it on to the right side. Double click when the cursor becomes a plus sign and your work is done.

Copying a number or date pattern

This one is damn easy! Enter the information in two rows to establish the pattern. Highlight those and drag your cursor down to the number till which you want your cells to fill up respectively. This will work with numbers, dates and months.

Tab between worksheets

So cross-checking different worksheets every time means you have to touch the mouse and all that. Why don't you simply enter CTRL + PGDN and if you want to go reverse type CTRL + PGUP.

Double clicking format painter

With a simple mouse click, you can now duplicate a format in other cells with only a click. Many excel users use it by double clicking on the format painter to copy the format into multiple cells.



Looking for instant happiness? It's right behind you!

A new study has revealed that anyone looking for instant happiness need simply look to their past. Of the 2,040 UK adults surveyed, an overwhelming 80% of respondents stated that they were happiest when reminiscing about old times with friends and family, with just under half (45%) agreeing that reminiscing about past times gave them a greater, more prolonged emotional boost than chocolate (17%), and even sex (38%).

When asked which memory made them feel happiest, 45% of respondents cited the birth of their children, followed by a particular holiday (32%) and meeting their partner (30%). Christmas, birthdays and other celebrations took fourth place followed by wedding day memories, for just over 20% of respondents. School days, on the other hand, fared less well, coming in with 11% and work proved least popular with just 4% citing a job promotion as their favourite memory.

The survey also revealed that looking through old photos of happy times gave people the biggest emotional lift (53%), with talking to relatives and reminiscing about the past coming second (36%) and looking through photographs of parents and grandparents taking third place (25%).

The research was carried out to mark the launch of **lifetile**, an online service which enables users to securely build and organise the story of their life and share it, or parts of it, with the people who matter most.

Richard Grant, founder of lifetile, explained: "In the past, a shoe box under the bed housed all our most precious memories and sifting through its contents provided us with a simple tangible way of reconnecting with the past, but as technology has advanced, our focus has moved to the present.

"We have now reached a stage where we are so busy capturing everything, the second it happens, that we risk losing sight of why we are doing it – we forget to pause and look back at the unfolding story of our lives, and the things that really matter, moving instead from one status update to the next."

lifetile enables users to curate the story of



keep private. Built-in security measures provide peace of mind about the safety of user data, and each tile can also be password protected.

All the memories uploaded are displayed chronologically in the users' 'lifeline', which runs along the bottom of the screen. Users can slide backwards and forwards along their lifeline for an at-a-glance overview of distant or more recent memories.

Grant concluded: "It was the loss of my dad which inspired me to develop lifetile. When he died, I realised that all I had left of him, apart from my memories, were a few photos. I had missed my opportunity to discuss where he grew up, what school was like, how he met my mum, and so many other questions. So I began to fill in the gaps and created a place to capture and store the things that really matter, somewhere I can build the story of my life with a view to one day handing this legacy over to my own children."

their life through an intuitive user interface which employs hexagonal "tiles" to capture and store memories in various formats including photos, videos, or other files such as Excel, Word or PDF documents. Information such as date, location and notes can be added to provide further context and reminders keep users informed of important dates.

The lifetile sharing functionality means users have complete control over what tiles and memories they choose to share - as well as who they share it with - and what they

The basic service will be free to users, however, a number of revenue streams are currently being explored. These include: a lifetile app, corporate lifetile accounts, family memberships, 'bank vault' level security for crucial life documents (e.g. wills and investments) and legacy gifting which, for a one off fee, will enable users to nominate next of kin to receive exclusive ownership of their lifetile, in the event of their death. Strategic partnerships are also being considered.

www.lifetile.me

Walking works for business

In today's fast moving business world increasing productivity is at the forefront of everyone's mind, but is this at the cost of health and wellbeing of employees? Healthy living expert and entrepreneur, Sarah Liveing, believes she can help companies achieve both following the launch of Walking Works, an innovative new programme designed to benefit employers and employees through walking and good health.

Walking Works will take Sarah's already successful scheme - **Walking for Weight Loss** - of structured walking alongside healthy eating to businesses and allow them to reap the rewards. The benefits of a happy and healthy workforce are undeniable, with recent studies showing that corporate well-being programmes have a range of positive outcomes, such as decreased health risks and reducing sick leave days, better staff retention as well improving communications between staff.

With stress the most common cause of work days lost, accounting for 40% of all work related illnesses, totalling 10.4million working days lost between 2011 – 2012, Walking Works invites employees on a 12-week programme of regular walking either before or after work, or during lunch breaks, whilst educating them on the





importance of walking for a healthy lifestyle. Liveing will also give weekly talks, covering topics such as correct posture, healthy eating and ways to improve sleep.

With personal experience of the incredible advantages walking has to offer, Liveing is determined to see more people benefit. She says: "Walking helped me to turn my life around. I went from being someone who was 18 stone, depressed and had extremely low self-esteem, to the person I am today – eight stone lighter and healthy, happy and looking to the future and enjoying the present!"

"We are not prioritising our health and have become more sedentary because we are exhausted by the constant and ever increasing juggling of today's modern life. Walking Works is about combining a busy work life with taking time out to look after

your employees which is beneficial to both parties. It is hard to keep up the momentum or walk alone as I experienced so I offer an experienced and professional but nurturing mentoring group walking service."

In addition, Liveing recommends a link is made to the company's charity of the year for example if the group loses 40lb or everyone completes the 12 week challenge, then the company donates an agreed amount of money to charity.

Liveing has already helped scores of people to lose weight and become healthier through her company Walking for Weight Loss which works on a one to one basis. She continues: "Stress, alcohol, excess weight and confidence issues can all be addressed by walking when combined with a change in eating

Continued on page 10

Workplace

and lifestyle. The great thing about walking is that it is suitable for anyone of any level of fitness and every age. Walking Works will be a group activity and won't be as daunting for those suffering from low self-esteem as say going to the gym. I have done it – I know how hard it is to get fit and to lose weight. I did it alone but that was a lonely and difficult journey, it's much better to get fit as a group."

According to a Health in the Workplace survey carried out by Aviva Health UK, 89% of employers agreed that introducing health related benefits to their company increased staff productivity (www.aviva.co.uk/healthcarezone/document-library/files/ge/gen4722.pdf). The British Heart Foundation agrees that work performance can be improved by 4% to 15% when employees engage in regular physical activity. Physically active employees also take 27% less sick days than their non-active colleagues.

Walking Works will bring tangible benefits to companies offering their employees Sarah's programme, including:

- **Increasing staff productivity**
- **Decreasing the amount of sick leave taken by employees**
- **A workforce who feel more valued and content**
- **Improving team cohesion and relationships**
- **Reducing staff turnover**



Sarah says:

"Walking Works has so much to offer both businesses and their employees. Regular walking can help lower blood pressure, reduce the risk of Osteoporosis, aid weight loss, improve stress levels, produce endorphins, prevent varicose veins, improve sleep and generally improve fitness and strength. Most of all it is empowering and allows people to take back control of their lives. I am passionate about walking, and I can't wait for Walking Works to start transforming the lives of more people."

Godminster Launches Corporate Gifting



Somerset-based cheese maker, Godminster, is launching a range of corporate gifts in time for Christmas. The service offers a unique way to reward employees, clients and suppliers.

The ready-to-go gift packs and hampers contain different combinations of Godminster's award-winning products. The range includes Vintage Organic Cheddar, Organic Handmade Brie, chutney, crackers, and infused vodka spirits combined with selected wine and Port. The team is also available to create bespoke hampers.

Deborah Chambers, Head of Sales and Marketing at Godminster says: "We've been approached by a number of companies asking if we can supply them with corporate gifts, as an alternative to the stereotypical gift. This year we're making them available on a wider scale for the first time and we're pleased to be able to offer an introductory discount to interested businesses."



The Godminster team will be showcasing its award-winning range of corporate gift options at the office* exhibition in Olympia, London on 7th-8th October, with special offers for those placing orders at the show.

For more see: www.godminster.com

The most disliked office personality is revealed!

Flexioffices, suppliers of serviced office space across the UK, has carried out a fun, tongue-in-cheek nationwide survey of over 1,500 people to find out which office personality people in the UK dislike working with the most. The results are in!

Number 1 – ‘The Office Know-it-all’

With 35% of the public vote, ‘The Office ‘Know it All’ is officially the most disliked office personality type in the UK. The ‘Know it All’ particularly irks people nearing retirement age and workers from Wales. If you work alongside either of those demographics, it might be time to change your behaviour... and fast.

Number 2 – ‘The Office Slacker’

No one likes a lazy colleague, most notably Londoners, who rank ‘The Office Slacker’ as the personality type they dislike working with the most. With 32% of the votes, here’s a message for work-shy individuals across the nation – it’s either time to change your attitude, or cross London off your ideal places to work list.

Number 3 – ‘The Office Suck-up’

Guilty of laughing at every joke the boss makes, ‘The Office Suck-up’ received 17% of the overall votes, with the good people of the North East and Scotland particularly unimpressed with colleagues who try to worm their way to the top.

Number 4 – ‘The Office Tight-arse’

With 8% of the votes, ‘The Office Tight-arse’ is certainly irritating, but in truth the results against this personality type are not too damning. In recent years it has been a time of metaphorical belt tightening for most, so maybe being a little bit of a Scrooge isn’t such a bad thing. Either way, if you are ‘The Office Tight-arse’, it’s probably best to steer clear of



Head over to the [Flexioffices blog](#) where you can take the [Flexioffices quiz](#) to find out your own personality type.

We recommend taking your results with a pinch of salt, as we are aware that no one truly falls into any one category and a healthy mix of behaviours is what makes the world go around.

people in the West Midlands, who expect their colleagues to display the utmost generosity and goodwill at all times.

Number 5 – ‘The Office Joker’

This one could be construed either way, with only 7% of the votes, the Office Joker comes bottom of our list and is the most liked

personality type. Being the office joker can help to raise morale in the team, however we all know that one person who can take a joke a little bit too far. If you're looking for an audience for your pranks and jokes, then 35-44 year old men in London are not a good place to start!

National Cupcake Week (15-22 September 2014)

As baking (and eating!) cupcakes continues to grow in popularity, even the most amateur of cooks are taking to the kitchen to try their hand at creating their own cupcake masterpiece. This September (15-22) is the sixth National Cupcake Week, and to celebrate OXO has launched three new products just in time for the big bake off: the baker's dusting wand, cupcake corer and cupcake icing knife.

Create the perfect finish with the baker's dusting wand. OXO's latest offering allows you to effortlessly dust your cupcakes with icing sugar, a sprinkle of cocoa powder or a scattering of glitter. With an easy to use twist top opening, the baker's wand can be quickly opened, filled and closed again. It also features a solid half which can be rested on countertops when not in use, reducing any unwanted mess. £10.





OXO's cupcake icing knife will ensure any baker can create a seamless finish when icing their cupcakes. Smaller than your average icing knife, OXO's new baking tool has a stainless steel blade that combines both stiffness and flexibility to give you extra control while icing. The specially designed bent blade provides you with plenty of clearance when decorating your cupcakes, keeping your fingers from spoiling your designs. Smooth edges allow for multiple coats, and the soft handle is contoured for a comfortable grip, while the knife design has been angled to keep the frosting-covered blade away from countertops.



Give your cupcakes that added 'wow' factor with OXO's cupcake corer. This new tool allows you to remove the centre of your cupcakes so you can fill your creations with a range of surprising fillings. The hand-held device expertly cores and removes the centre in one piece, while the soft, non-slip grip is comfortable to use no matter how many delicious cupcakes you are baking. Plus, the easy to use handle means even the littlest of hands can help out during National Cupcake Week.

