

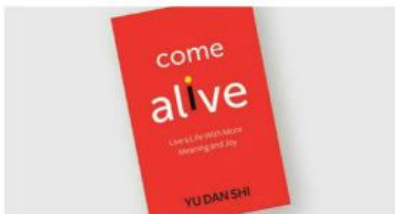
BOOK REVIEWS

Our EA members tell you whether these top titles are worth a read

BOOK REVIEWER



SHARON ESTEVES



Come Alive

by Yu Dan Shi

I once worked in a firm where the manager would walk into the office on a Monday morning and say: "Look alive team". Given the choice to 'look alive' or 'come alive', I would choose the latter any day. I was intrigued to see what living a life with more meaning and joy looks like in a corporate world governed by financial metrics and KPIs.

In her book *Come Alive*, Yu Dan Shi neatly dismantles any notion I had of the need to compartmentalise our natural and unique gifts between our corporate persona and the one we take home. By interrogating the 'paradox of success', the author talks to behaviours that drive our mindset toward this version of success.

She asserts that our situation is usually the result of our long-term mindset and habits, so rather than quitting a stressful job or trying to change our whole environment in the search for more meaning and joy, lasting change can be made by one small adjustment at a time.

A very practical and easy to read guide, this book outlines four practices that, when implemented regularly, will help the reader to regain control, identity and autonomy of their life.

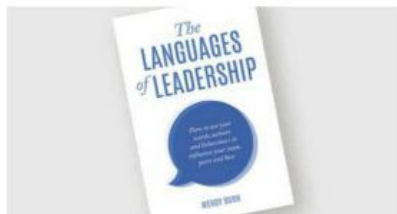
I highly recommend this book to anyone who feels frustrated or stuck in a rut—it may just be the nudge you need to make that first change toward living a life with more meaning and joy, wherever you are.

Sharon Esteves is Business Support Manager at Shadforth Financial Group / IOOF

BOOK REVIEWER



KIM CHAPMAN



Languages of Leadership

by Wendy Born

In the book *Languages of Leadership*, Wendy Born provides a different perspective on how your actions as a leader can develop and foster a strong and trusting work environment.

Born has done a wonderful job in collating and condensing the tips, tricks and tools suggested by a wide range of academic experts and also sharing her own experiences as a leader, coach and facilitator.

While this book is directed at executives, many of the concepts discussed are directly relevant to the assistants that support these people—especially given that the way an EA conducts themselves is usually a direct reflection of the person they support.

Born takes you on a journey through the six critical languages of leadership: strength, courage, engineering, abdication, trust and vulnerability. She provides great insight into getting comfortable with the uncomfortable, living and breathing your purpose, having the ability to influence at all levels, empower those around you and develop a bond based on trust and vulnerability.

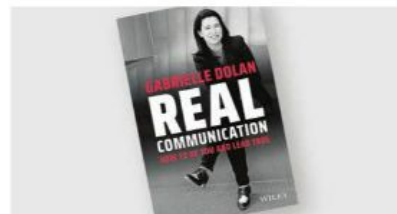
No matter whether you're a senior executive or their assistant, this book provides some basic truths around what it takes to become an inspirational leader, and how to get the best out of other people. Well worth the read!

Kim Chapman is Senior Executive Assistant at Ernst & Young

BOOK REVIEWER



JOHN APOTSIS



Real Communication: How to be you and lead true

by Gabrielle Dolan

Say what you mean and mean what you say. This is the crux of Gabrielle Dolan's book – *Real Communication: How to be you and lead true*.

A growing trend in the decline of trust due to alternative facts and fake news; the evolution of expectations of working conditions, how we lead, and how we are communicated to have changed; the rise of jargon to help us fit in and sound smarter; and an addiction to acronyms are all contributing factors in the urgent need to communicate in a genuine, authentic and real way.

Not to toot our own horn, (but I'll toot it anyway), EAs and PAs are at the epicentre of the industries and organisations they work in. Okay, so we may not be directly involved in the day-to-day activities of our organisations, but there is an expectation that EAs and PAs need to be adaptable and have that super-human ability to build relationships quickly.

In this way, we have an opportunity to be leaders! Building relationships means having a genuine focus on understanding our people (the teams and executives we assist) and their needs.

Real Communication helps plot a course to develop, and refine those skills that make communication more effective and efficient, and leadership more authentic.

John Apotsis is an EA at Finity Consulting

BOOK REVIEWER



NAOMI SPINKS



The First 2 Hours

by Donna McGeorge

With a grabbing headline like 'Get more done with your day', I was compelled to explore further. As a busy EA running an exceptionally fast-paced CEO's office, I remain open to quick no-nonsense time management tips to improve my efficiencies and take back control of my day. Donna McGeorge's second book, *The First 2 Hours* did not disappoint.

The book recognises that traditional time management theories haven't kept pace with modern workplace demands and non-standard working hours, and highlights the need to fuel productivity by working with your natural rhythms, not against them. By carving up the average work day into four manageable two-hour sessions, she structures these sessions according to our strategic and operational capacity to enable the greatest intensity and impact returns.

Donna's practical systems (aided by a Personal Productivity Quiz) challenged me to contemplate and recognise my current workday habits and approach to managing and balancing daily tasks, and how with a simple structured approach I can enable greater efficiencies, balance and productivity in my day-to-day tasks.

Real-life stories, simple diagrams, and a pragmatic approach with valuable quick tips makes this book an easy 'self-reflection' read with some back-to-basics reminders on how to reset your habits to best utilise your most valuable time.

Naomi Spinks is an Executive Assistant at Inland Rail