

imp@etus

MOVING FORWARD



"Coming together is a beginning,
Keeping together is progress,
Working together is success."

~ *Henry Ford*

NEWSLETTER OF THE EUROPEAN MANAGEMENT ASSISTANTS - CYPRUS BRANCH

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NEWSLETTER COMMITTEE:

Editor: Evie Christodoulou
Co-ordinator: -
Members: Melina Philastide
Zoe Mouskou
Nadja Phasoulli
Julie Euripidou

NATIONAL BOARD:

National Chairman: Agnes Ioannou Zavertha
National Treasurer: Angela Shekersava
National PRO: Evie Christodoulou

OUR ADDRESS:

European Management Assistants - Cyprus
P.O. Box 28775
CY-2082 NICOSIA - CYPRUS

Our website: www.euma.org
Our e-mail: euma_cyprus@gmail.com

Graphic Designer: Meligraph Ltd, Tel. 22383375
Printer: Kailas, Tel. 22819800

Your contributions to our next edition (Winter 2009) can be sent the latest by 25 October 2009, to:

Evie Christodoulou, eviechristodoulou@gmail.com

Note: All articles are subject to editing

THE AIMS OF THE ASSOCIATION:

To be the recognised voice of the management assistants profession in Europe:

- by forming a network of highly competent management assistants able to advise on professional development;
- by providing a forum for management assistants, employers and educators to promote an understanding of the training, experience and career opportunities necessary for the development of its members;
- by creating an image of the management assistant as an essential element of the management team.

The Association also aims to provide opportunities for the promotion of European cross-cultural relationships and professional understanding through the exchange of ideas and practices, by assisting members who wish to work in other European countries represented in the Association, and by holding international meetings of a professional and cultural nature.

To accomplish these aims the Association will encourage the setting up of European Management Assistants' groups in all European countries.

FROM THE EDITOR



It goes without saying that if you are reading this then you have the brand new Impetus in your hands!

Your newsletter committee pulled out all the stops this time in order to publish the new Impetus magazine. Besides the usual obligations in our business and personal lives we also had some additional pressures. Two of our committee members were studying for their exams, another member was promoted at work with an increased workload and one of our members underwent keyhole surgery on her right shoulder. Amazingly, we still managed to complete this edition of Impetus.

It is all down to teamwork - I firmly believe we are one of the best teams ever! We are what Chantal Sneijkers, our European Public Relations Officer (EPRO), told us many times at the last PRO's meeting in Manchester - ONE TEAM, ONE DREAM!

In this edition of Impetus you can find out more about our EPRO in the interview section, learn more about our members Maria Pistola and Nadja Phasoulli in the Member's News and obtain valuable information from our articles on Willpower and Self-Discipline.

If you have any articles you would like us to publish then please feel free to send them on to us!

Evie
Evie Christodoulou

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FROM THE NATIONAL CHAIRMAN



Dear Members,
The summer holidays are over very quickly – as always - and here we are back to work in our offices. Once again we gather our resolve and

enthusiasm and continue the hard work again.

I am sure that during the summer holidays, we all had time for some

relaxation and were also able to take the opportunity to reflect on and feel proud of our achievements. At the same time we could also identify any mistakes or shortcomings and ways to rectify these in the future.

Dear friends,

Always remember that life goes on and even if an opportunity has passed you by, be sure that another one, although it may be different, will soon come your way. Keep your eyes open so that you do not miss it!

Love yourself for what you are, love

your family and friends around you and accept their love in return. By doing this, you will feel happiness in your life and the future will be bright.

Agnes Ioannou Zavertha

WORKING MEETING

Nicosia, 24 January 2009

The first working meeting of 2009 took place at the Zambelas Art Gallery in Nicosia on Saturday 24th January at 16:00.

At the meeting there was a discussion whether the working meetings should be conducted in the English language and not in Greek. After a discussion it was decided that the meetings should be conducted in the Greek language unless there are English speaking people in the audience who do not speak Greek. Also all official EUMA speeches should be made in English. There was also a discussion about the brainstorming session and the various matters arising from this. It was decided that we should hold a special meeting especially to discuss the brainstorming results.

The “Managers Meet Assistants” event was discussed. Several members raised their concerns about the organization of this event and put their suggestions forward.

Last but not least Mr Sotiris Mavros gave a presentation to the participants on how to sit properly in the office in order to avoid any back problems. He also showed some exercises we can do in the office. Mr Mavros made us understand that is very important to have a good chair in



our office and that we should learn how to sit correct.

Pamela Bradley Voskeritchian
KD Branch Office Limassol

QUOTES

If you haven't forgiven yourself something, how can you forgive others?

Dolores Huerta

Creativity can solve almost any problem. The creative act, the defeat of habit by originality, overcomes everything.

George Lois

What I know for sure is that what you give comes back to you.

Oprah Winfrey

To live a creative life, we must lose our fear of being wrong.

Joseph Chilton Pearce



EUMA TRAINING DAY

Nicosia, 2 April 2009

Innovative Methods of Communication through the Positive Management of the Mind

EUMA's training day took place on 2nd April 2009 at the Bank of Cyprus Training Center. It began with the EUMA Cyprus National Chairman, Agnes Ioannou Zavertha, speaking to the approximately 40 participants, explaining EUMA's purpose and aims and then introducing our speaker, Gregory Neocleous, of Epimorfosis Consulting. Gregory specializes, amongst other things, in the fields of psychology, behavioral matters and human resources development. As our trainer, he was eloquent, enthusiastic about the subject and funny.

The seminar was divided into two parts. The first part dealt with the different personalities that exist, how to identify them and how to deal with them, so that a co-operation between two or more people can be more effective and positive. In essence, it was about how to communicate with others so that both sides can understand each other. The second part was about positive thinking and how to achieve what we want in our lives. This part was based on the very popular book by Ronda Byrne, "The Secret".

Different Personalities

Gregory explained that our mind is filled with little codes, which prescribe our personality and behavior. Some of these codes are created by the time we reach 13 years old and remain unchanged. These prescribe our basic characteristics, such as beliefs and principles and basic behavioral patterns. However, many additional codes are created, destroyed and changed during our lives.

Each person has a main personality, but he may slip in a completely different one when stressed, angry or afraid. There are seven distinct types of personality, which are indicated by colours:

- BLUE – the people-person: very sociable, caring about others, constantly trying to help them BUT has a short memory and attention span, talks too much.
- RED – the goal oriented one: attention is focused on the target, able to see into the future and take the right steps today, deals with challenges easily BUT is bossy, will not listen to anyone else, will not allow anyone to do anything without him checking and approving it, might terrify others.
- GREEN – the too careful one: structured thinking, always prepared for anything BUT misses opportunities because he considers everything that may go wrong.
- HUB – concentrates all the positive characteristics of the above: diplomatic, a team player, encouraging betterment, respected by all BUT his desire to be liked by all is so great, that he will try to do right by everyone thus appearing indecisive himself and without any focus.
- RED-BLUE – a leader, a team player, encourages others BUT so careless that he will not see or identify dangers on time.
- RED-GREEN – not people-orientated at all, has no



sensitivities, moves fast, sets targets, is careful and systematic.

- BLUE-GREEN – human-orientated, methodic and careful.

Gregory gave us a booklet which contained a test (SDI Standard Edition), through which each of us discovered her main personality, as well as the one she slips in to when in a situation of stress, anger or fear.

Positive Thinking ("The Secret")

Gregory explained how thoughts generate feelings, feelings in turn generate behavior. If you wake up in the morning and you have negative thoughts, these will lead you to have negative feelings. Negative feelings will cause you to behave in a negative manner; you may become aggressive, impolite and hurtful towards others. But, if you wake up thinking "happy thoughts", you will have positive feelings and your behavior will be positive.

Furthermore, the way others treat you, reflects the way you treat them. If you are polite to someone, he will rarely be impolite to you. If you answer the phone barking a hello, it is most likely that the person on the other side of the line will bark back!

Gregory gave us some methods with which we may help ourselves achieve positive thinking:

- Thoughts become things. You must not think about what you DON'T want; you must think only about what you DO want. So replace thoughts limiting your desires with new ones that support what you want.
- An easy way to start your day with positive thoughts is setting goals you want to achieve in your life and write them down each morning.
- Each night before going to sleep and every morning when you wake up, be grateful for all the good things you have in your life.

The message of the seminar was clear: life is beautiful and worth living. And it can be more so when we know how to communicate with each other better so as to avoid conflict and achieve everything we want when we nurture our positive thoughts, which in turn will become positive things. Even the great Paulo Coelho said it: when you really want something, the universe will conspire so that you receive it...

Nadja Phasoulli
Ioannides Demetriou Law Offices



MANAGERS' ASSISTANT'S DAY

Nicosia, 29 April 2009

A "Managers' Assistant's Day" event was organized by EUMA on Wednesday, 29 April 2009, at 8.00 p.m. and held at the Classic Hotel in Nicosia.

National Secretary's Day was created in 1952 through the work of Harry F. Klemfuss of Young and Rubicam. Klemfuss recognized the importance and value of the position to a company or business. Using his skill and experience in public relations, Klemfuss, promoted the values and importance of the role of secretaries.

The event is organized every year by EUMA in order to celebrate the managers' assistant's day and to show respect and appreciation to the person who works closely with the manager or the director of a company.

Mr Sakis Theodosiou, the Commercial Manager of Green Dot, was invited to be a guest speaker and he gave a very interesting and informative speech about "Recycling In Our



Lives".

Finger food and live jazz music followed!

Evie Christodoulou
Louis Hotels

IMH CONFERENCE

Nicosia, 8 May 2009

For third consecutive year IMH successfully organized the Administration Conference which was sponsored by ACS Courier, FileMinders, Papaellinas and supported by EUMA.

Our Chairman, Agnes Ioannou Zavertha, opened the conference with her speech.

A presentation followed by Anna Pilavaki about sexual harassment in the workplace. She imparted tips to enable us to be able to clearly recognize the various aspects of



harassment. Comments about the way a person dresses, innuendo about our personal relationships, false gossip about any aspect of our sex lives or any kind of gesture, touching or illusions can all be considered as sexual harassment. 90% of women that had been harassed did not report it and also 10% of men have been harassed at some time. When an incident takes place we must make it clear

that we do not approve of it, it is something we do not want, we then inform our colleagues and if the behaviour continues then it must be reported to a supervisor or manager. If the victim reports the harassment and this moves to the court the employer will have consequences either he knows or not about the incident.

Aspasia Similidou from PeopleAchieve then demonstrated some valuable tips regarding telephone communications through a creative role play situation!

Marios Xenofontos, the Managing Director of FileMinders, then advised on the importance of being organized and having correct filing systems. A manager can waste up to 20 days a year finding a misfiled or misplaced file.

Event management – one more task for the administrative staff. Ntemi Moraitou from Team Spirit Consulting gave us the "Basic Principles In Organizing An Event" – we need to think regarding our guest's needs and expectations for an event. "The Possible Problems We May Face" – lack of time, low budget, last minute changes. The "Secret of Success" is the good impression given and the feeling of joy that day.

Nikolas Tsiftis, Sales Manager from ACS Couriers, followed with a presentation about the ACS Connect service.

Our member Rita Kotsapa then presented "Nothing Ventured – Nothing Gained". Rita explained how to discover our hidden skills through continuous learning. By relating the story from the book 'Who Moved My Cheese?' she made us fully aware that we must be open and flexible to changes. She explained step by step as to how she managed to have a great family, work in a good company and at the same time win prestigious awards such as The European Smart Secretary/PA and The HP Original Thinking Award 2008.

George Economides, Chief Executive Office of Com2go shared with us some amazing tips on how to search the



internet easily.

Maria Mouskou explained the importance of self confidence and then when we have confidence we can reach our goals and take control in our own hands.

From Maria's sister Sophie Mouskou, we learnt a valuable lesson on how to dress with confidence. She advised of "Don'ts" – such as never show your midriff, avoid revealing too much cleavage, keep your hemlines in check, save your sneakers or flip-flops for the beach, try not to go too tight or too wacky.

We then learnt about the "Must Haves" – Trousers, Blazers, Pencil Skirts, White Shirts, Silk blouses, Simple Cardigans,

Dresses, (shirt, shift or sheath), Pumps, Flats, Structured bags, Belts, Pearls and a Metal Watch.

Last but not least, Michael Orphanides, the well known make-up artist representing Beauty Line shared with us some precious tips on how to achieve the perfect make up for the office.

Evie Christodoulou
Louis Hotels

CYPRUS COLLEGE WORKSHOP

Nicosia, 13 May 2009

EUMA, with the assistance and cooperation of our Acting European Chairman, Maria Lazarou and the Office Administration Club of the European University, organized a workshop at the Europa Hotel, on 13th May, at 6pm. The guest speaker was Eleonora Theodoulou-Georgiou, Representative Offices Support Officer at the Bank of Cyprus and ex-EUMA European PR Officer. Maria Lazarou opened the seminar by welcoming the guest speaker, the members of EUMA who attended the seminar and of course, the Office Administration Students of the European University.

Eleonora began her presentation with a very nice slide photo..... "Stepping stones in water".....and continued with her explanations about the photo. Everyone can use the magic of "stepping stones". You simply step from one stone to the other and you carry on with your life.

This is how Eleonora started her career. By the age of 18 she wanted to be an architect, but then changed her mind as she did not like the idea of studying for approximately 7 years to get a degree. At this point she decided to join the Bank of Cyprus. In the meantime she completed a typewriting and shorthand course which helped her in her daily duties. She was always eager to learn more, and could not say no to anyone at the bank asking for some help. She also enjoyed art and paintings and was very involved in the bank's project about archaeological treasures and old coins. Eleonora learnt fast and moved around the many departments of the bank. She was always willing to help others and willing to learn. Her studies during the afternoon and evenings also helped her - she gained a lot by learning French and Italian too. All the knowledge acquired proved useful and assisted her to carry on with her duties in the international section of the bank. Eleonora will also begin Russian lessons soon.



"Stepping Stones" are always helpful, was the final outcome of her presentation. You learn something new and even if you set it aside for a while there may come a time when you need it to help you step onto another stone and to move forward! The seminar ended with questions from the audience and Eleonora answered them with a smile, joy and enthusiasm.

And don't forget.....stepping stones will never let you down!

Lena Kountouri
Hellenic Technical Enterprises Ltd

QUOTES

As long as I have a want, I have a reason for living.
Satisfaction is death.

George Bernard Shaw

No leader can be too far ahead of his followers.

Eleanor Roosevelt



MMC 6TH CONFERENCE FOR MANAGEMENT AND PERSONAL ASSISTANTS “TOWARDS A EUROPEAN DIMENSION”

Nicosia, 30 June 2009

I was honoured to be the lucky one to win the free participation to the 6th MMC Conference for Management and Personal Assistants held at the Hilton Cyprus Hotel on the 30th of June 2009.

This seminar included subjects related to personal and professional development, something which is required by European Institutional bodies as necessary for professional development and strongly connected with success in the working environment. The knowledge one can gain today will constitute the imperative needs of tomorrow.

This year's conference was focused on EUROPEAN REFERENCE FRAMEWORK (ERF).

I was surely very lucky to attend this conference and it is not the first time that I have attended an MMC conference. During this 6th Conference the ladies who had been lucky enough to attend all six conferences were awarded with a gift from MMC. I was glad to see that amongst the six ladies awarded a prize, one of them was our EUMA member Ms. Elpida Hadjiyianni.

The speakers of this conference were our National Chairman Mrs. Agnes Ioannou Zavertha who made a welcome speech followed by Mr. Shiekeris from Human Recourses Development Authorities who informed us of the benefits we can get from this Government Department. Afterwards Mrs. Ingrid Kuhlman, from Iceland, spoke about interpersonal skills stating that a person's ability to perceive, identify and manage emotion provides the basis for the kinds of social and emotional competencies that play a huge role in professional success. The better our interpersonal skills the more likely we are going to be respected and trusted.

After the coffee break our member Mrs. Rita Kotsapa, the winner of the European Smart Secretary/PA Award 2008 and HP Original Thinking Award, addressed the conference



with a special and interesting speech entitled “When you come out going to Ithaki” a long path to travel with many challenges but also with continuous learning”. A speech by Mrs. Maria Knai regarding technology and numbers followed as well as an interview of a P.A. “A real life Story”.

After lunch we had a wonderful time listening to Mr. Azaria Albertos and watching his various short films about modern techniques encouraging ourselves and others. It was very interesting and I think everybody enjoyed it. Last but not least Mrs. Marina Gkareni from Greece presented, “The big success is always..... the result of a dream team”. This was followed by a demonstration on how we can all achieve a professional make-up.

Finally, I would recommend that all of our members try to attend these conferences from which you always gain a lot. Please also allow me to close this article by saying “where there is a will there is a way”.

Elizabeth Karapataki
B & A THE BEST MCC LTD

EUMA ANNUAL GENERAL MEETING

Nicosia, 1 July 2009

The 20th Annual General Meeting of EUMA, chaired by Ms Elizabeth Karapataki, took place on Wednesday 1st of July 2009, in Nicosia at the University of Cyprus who kindly sponsored the event attended by many EUMA members.

During the AGM, the National Chairman, Ms Agnes Ioannou Zavertha briefed the members on the challenges which the Association is facing, the achievements and the future goals ahead.

The National Public Relations Officer, Ms Evie Christodoulou, briefed the members on the visibility the Association received during the past year and the National Treasurer, Ms Angela Shekersavva, presented the 2008 accounts and the budget for 2009 which were approved.

Ms Agnes Ioannou Zavertha was re-elected as National



Chairman of EUMA Cyprus for her second term of office for the next two years.

Evie Christodoulou
Louis Hotels



THERE IS A PROJECT MANAGER IN EVERY ONE OF US!

Manchester, 25 March 2009

A conference, a company move, a clients incentive, a wedding, a birthday party, ... whether it is at home or at the office, projects are to be found everywhere. And although the kinds of projects vary, we want to get a success out of all of them.

Mrs. Diana Vanbrabant and Mr. Philip Massey from One Step Ahead Coaching explained to us what Project Management is all about and what characterizes a good Project Manager.



What should you do when all of a sudden, you, the Assistant, becomes the Project Manager? Well, just take off "the Assistant-glasses" and put on "the Project Manager-glasses", because within the project you are in charge of managing the project team, even though this implies delegating tasks to a superior.

You are the engine of the project, but be aware that without the input and support of other team members you will not be able to get to the desired destination. Within your role as Project Manager you need to motivate and to stimulate others to get involved by applying the WIIFM-method. What's In It For Me, that's the question! Next to the common goal, which is

*GANTT – A GANTT chart is a feature you can use to manager your time within the project. It gives a clear overview of the flow of the project.

making a success of the project, every individual team member has to have a personal interest in return for his/her dedicated involvement.

In order to have all members' views on the same line, assertive communication is an excellent tool. First of all, assertiveness is not a synonym for aggressiveness! Assertive communication means actively listening to the ideas of others, openly sharing thoughts, views and ideas to come to a shared and agreed uniform idea.

Once the idea is defined, you can start to implement it, taking of course the planning and evaluation into account. Planning means setting up a realistic time frame. Time is the essence of everything, because a lack of time can make the planning tumble. Good timekeeping makes the best use of resources and significantly reduces the stress level. A tip to share in this aspect: draw up a GANTT*-chart!

A way to save time and to get people focused on what needs to be done, is continuous evaluation! Evaluation means taking a look at what has already been accomplished, but at the same time taking a look to the future to list the things which still need to be done.

Evaluation at regular team meetings during which an open, motivated and assertive communication is achieved is the key to the successful implementation of the project.

It is clear: a project is a vicious circle and it is the responsibility of the team to make the circle strong enough to face any kind of obstacle and to get to the desired outcome. Project Management is team work!

Melissa Delft
Belgium National PRO

A DREAM COMES TRUE....

Manchester, 28 March 2009

As a member of EUMA I have gained knowledge and experienced many opportunities and now I have realized one of my greatest dreams!

Being a fan of the Manchester United Football Club for many years I always wanted to visit the Old Trafford stadium one day and watch a game with my favourite team or indeed just visit the stadium.

Last March I attended a EUMA council meeting held in Manchester. It was a productive meeting with decisions being made which left me in good spirits. I was happier still when I discovered that arrangements had been made for the Gala Dinner to take place at the Old Trafford stadium and we could experience a tour of the grounds and its facilities before dinner!

We began the tour outside the stadium. Above the megastore is a statue of Sir Matt Busby, Manchester



United's longest-serving manager to date. There is also a plaque dedicated to the victims of the Munich air disaster on the south side of the East Stand, whilst the Munich Clock is displayed at the junction of the East and South Stands.

As we entered the stadium the view was breathtaking on



seeing the sheer size of the stadium. It was wonderful to “soak up” the atmosphere inside the ‘Theatre of Dreams’ one of the world’s most famous football clubs! The ground, given the nickname the ‘Theatre of Dreams’ by Bobby Charlton, is the home of Manchester United and has been the club’s permanent residence since 1910 (with the exception of an eight-year absence between the years 1941 to 1949, following the bombing of the stadium in the Second World War).

Old Trafford is an all-seater football stadium in the

Trafford borough of Greater Manchester, England and with a seating capacity for 76,212 spectators, it is the second-largest football stadium after Wembley Stadium in London.

Our lovely tour guide then led us to the ‘Players’ lounge, where the players rest with their families before a match. This room is the only place that their manager Sir Alex Ferguson is forbidden to enter (in order for the players to be able to relax before the match).

Our tour continued on to the dressing rooms and we were able to sit next to the peg of our favorite player and imagine what it would be like to be a part of Sir Alex’s team. We



then spent some time taking photos of our favorite players t-shirts!

Leaving the dressing rooms we proceeded to the area known as ‘Dugout’, where our guide separated us into two teams and asked us to pace down the old players’ tunnel – in exactly the same way as the football stars do before an important match! He even added some music just as they



do in reality before the players are entering the stadium for the game.

The last stop of the tour was at the ‘Megastore’ - this has everything you could possibly want as a souvenir from a visit to Old Trafford - from shirts to scarves and from mugs to mouse mats.

After making some purchases it was time for the Gala Dinner which took place in one of the Manchester United suites. Sipping our welcome drinks we could enjoy fantastic panoramic views of the stadium and also amazing views over the city of Manchester. We enjoyed a wonderful 3 course meal and afterwards many of us danced along to live music from the 60’s, 70’s and the 80’s.

The UK team had organized the whole event and our thanks and appreciation goes out to them for their hard work in arranging a perfect Gala Dinner in a truly wonderful venue.

Evie Christodoulou
Louis Hotels

EUMA CALENDAR



- 28 November 2009 - Celebrations of 20 years of EUMA Cyprus
- 16 April 2010 – EUMA Spring Council in Helsinki, Finland
- 17 April 2010 – European Training Day in Helsinki, Finland
- 21 October 2010 – EUMA Autumn Council in Brussels, Belgium
- 22 October 2010- 36th EUMA Annual Conference in Brussels, Belgium
- 23 October 2010 – EUMA AGM in Brussels, Belgium



Back-up Your Computer!

Back-ups are very important and most people learn this the hard way usually when they have lost all their precious data. We backup at work as a matter of routine and should do the same at home to back-up all those digital photos, music collections, office documents and more. Once a back-up regime is set in place it becomes routine and then there is no chance of losing your precious data.

Viruses/Malware – Are You Protected

Most new computers are sold with anti-virus software installed but often the trial software has expired or isn't configured to receive updated virus definitions. In order to be protected your anti-virus software needs its definitions updated regularly. There are fully functional, non expiring anti-virus and anti-malware products available for free which can keep you safe from the damage and frustration that viruses and malware can cause. Try www.avast.com. This is an award winning product and completely free.

Is Your Computer Slow?

Computers slow down over time. Here are some tips that can help.

- Memory upgrade – Adding more memory (RAM) to your system will almost always help speed up a slow computer and is a cheap and easy option.
- Defragment once a month – the files on your hard disk can get defragmented, sometimes into hundreds of pieces and need to be 'rebuilt' in the memory each time they need to be used. Defragmentation consolidates files that have become defragmented so your hard disk will work more efficiently.
- Spyware and viruses – will often slow down a PC drastically. Make sure you are able to detect and remove any from your system. Try www.avast.com.
- Repair your registry – the registry is a database of settings and options that could be described as the backbone of your operating system. Registry inconsistencies can occur over time and the registry can swell. There are free programmes available to fix the broken entries and shrink your registry back down to improve your PC's performance. Try www.pctools.com/registry-mechanic



Adding a personal note to a PowerPoint slide.

You can add a personal note to a PowerPoint slide by:

- Clicking on the View menu in the toolbar.
- Then click on Notes Page.
- You can type anything, and no-one but you will ever need see it (during the slide show development period, these notes can prove very helpful).

Making a PowerPoint slide with a semi-transparent background.

You can make a text box in PowerPoint have the same background color as the slide background. You can then make it lighter so it will stand out. To do this, simply:

1. Right click on the text.
2. Choose Format Text Box from the menu.
3. When the dialog box is open, under Fill click on the color list box.
4. Select white as your fill color.
5. Then click on the semi-transparent check box.
6. Click OK to close the dialog box.

Word - Cropping a picture.

Cropping a picture gets rid of unnecessary space around the focal point of the picture. To quickly crop a picture in Word, hold down the Shift key while using the mouse to drag the borders of the picture.

What to do if Word's Find can't find it.

Often times when using Microsoft Word's Find feature, you come up empty handed, even though you know that you used that word that you are looking for. To solve this problem:

- Open the Find feature by clicking on the Edit menu in the toolbar and clicking on Find.
- When the 'Find and Replace' dialog box is open, click on the Find tab.
- Click the More button.
- From here you can select Formatting to look for, and other features that would narrow down the search.
- If the No Formatting button is clickable (when the text in it is black), click it. This will remove any limitations that were previously put on the search.
- Now, try the search again, and you should get the results that you were looking for.

Grouping objects.

To group two items in word:

Select one by clicking on it.

Hold the Shift key and select the other item(s).

Click the Draw button from the drawing toolbar.

Click group.

Features of the Browse button.

There is a button between the Page Up and Page Down arrows on the Microsoft Word scrollbar called the Browse button. The Browse button allows you to change the purpose of the Page Up and Page Down arrows to a feature that you pick. For example, you can make the arrows browser by graphic, or by heading, or by table. To use the Browse button simply click on it, and make a selection. The arrows on either side of it will now perform the function that you selected.



CHANTAL SNEJKERS

1. Tell us some words about yourself and your career?

My name is Chantal Sneijkers, I am 41 years old, married to Guy and am "mother" to my dog, "Gwen".

I work as an executive assistant at VRT - this is the national radio and television channel in the Flemish speaking part of Belgium.

On finishing high school at the age of 18, I continued my studies for a further 2 years and graduated with a Bachelor's degree as a Management Assistant.

Shortly after graduation, I started working at VRT: in the HR Department, Radio 1, TV Sports and am currently an executive assistant in the Operational Department working for the General Manager. There are 750 people working in the department and as the sole support for my manager you can imagine that I am very busy during my time in the office. My manager is a very demanding woman but luckily, she's also my friend.

2. Describe your typical day at work.

I start my day in the office around 7.30-8.00 every morning. My manager also arrives early and therefore we take our morning coffee together and go through her daily agenda. Generally this is the only opportunity during the day for us to discuss and prepare things.

Around 50% of my work involves taking care of my manager's agenda and 25% of my time is spent taking minutes of meetings. There are 3 regular weekly meetings so not only do I take the minutes but I also prepare various reports generated as a result of the meetings. As the only support to my manager in our department there are a lot of people who require my assistance during the day. My job is very demanding and quite hectic and if I can leave the office at 17.00, then I'm a lucky woman! I work full time so weekends are my only time to rest.

3. How did you find out about EUMA? How long have you been a EUMA-member?

I heard about EUMA thanks to my manager in the Sports Department. His wife, Nicole, was a member of EUMA Belgium and invited me for their "Open Doors Evening" in January 2002. In September 2002 I became the Belgian Chairman. From 2005 until 2007 I was the Project Manager for the Brussels Conference and after a further year as a member, I was elected to the position of European PR Officer in Berlin in 2008.

4. You are the new EPRO. How do you find the experience?

Being the new EPRO is very exciting as it is all completely new to me. I know EUMA but being an EC-member is quite a challenge. As a member or even as a council member, you really have no idea of the workload of an EC-member. Simply reading my email takes approximately an hour per day and responding to it can take me several hours.

However, it was a dream of mine to become an EC-member and I want to do my utmost for EUMA and its members.

5. What do you think we can all do to promote EUMA?

Promoting EUMA is something that starts in daily life.

Whenever I receive an email from a colleague who is also a management assistant, I immediately take the opportunity to talk about EUMA. It's frustrating to hear a lot of people tell me that they did not know of EUMA's existence!

We can also promote EUMA by having a very interactive website. Internet is the future not only in our professional lives but also in EUMA. Networks like Facebook and Lindekin could become very important tools in promoting our association.

6. Would you encourage another EUMA member to apply for a European position or a National position?

Becoming an elected officer in EUMA offers you a world of new opportunities: you learn how to cooperate with colleagues from different cultures, you also develop different skills like management, public speaking and team working.

And lucky, they can't fire you if you don't do a good job, so it's a perfect learning opportunity

7. For anyone coming into the profession, what would be your top tip?

Being a management assistant is something you ARE. You can not learn it: you either have or you don't have it. But if you have it - then go for it. Take every opportunity you are offered!

8. When I first met you in Berlin you came across as a very open, very positive and joyful person. Do you think that these character traits helped you to achieve success?

Mmmm, I am blushing now

I like positive people. I dislike negative people. I believe that we are lucky: we are not hungry, we have a nice warm house and we can do whatever we want. So we should be grateful. I strongly believe that whatever you do, you must do it well. EUMA is voluntary work but that does not mean you should not do it well.

9. What about work/life balance? What do you do in your free time?

I like to spend my free time with my husband and my dog. I try to run 2 times a week and my quality hour at the weekend is my hour spent at the hairdresser!

10. What is the most important aspect of life for you?

The most important aspect of life for me is being healthy. Years ago I was very ill and since then, I try to take each day as it comes!

11. What is your motto for life?

Just be happy.



Evie Christodoulou
Louis Hotels



Nadja Phasoulli

Nadja was born in Cottbus, Germany, on 23rd January 1976. She studied translation / interpretation in Leipzig University in Germany for 3 years, an endeavour which was cut short due to health reasons. Returning to Cyprus in 1997, she was employed as the receptionist of a small law firm, the Law Office of Andrew Demetriou & Co. From there, Nadja moved on to become an office secretary and then the personal assistant of the managing partner, Mr. Andrew Demetriou, with whom she still works today, although the small firm has become one of the largest firms in Cyprus after a merger with another group of lawyers.

In Ioannides Demetriou, Nadja is still the PA of the co-founder Andrew Demetriou, she acts as Management Representative and Lead Auditor responsible for the implementation, control and effectiveness of the firm's ISO system, and head secretary in charge of assigning duties to the other members of staff and dealing with various problems. She is also near completing her Diploma in Law at the University of Nicosia, which will enable her to take on additional duties of a more "legal" nature.

Nadja has been a member of EUMA since 2006 and has attended a number of seminars coordinated by the Association. This year she was happy to be welcomed by the Newsletter Committee as a member.

Nadja has been married to Nicos since 2002; she has no children yet but two little dogs! She spends her free time devouring books in Greek, English and German, listening to music, watching movies, having fun with friends and family.



Maria Pistola

Maria was born in Nicosia on 24th of July 1968. She graduated from the American Academy in 1987 and started her career as a receptionist-secretary at the Telia + Pavla BBDO Advertising Company and worked there for six years. In 1993 she went to work for a Yugoslavian Offshore Company as an executive secretary. She was happy with her job because she had the opportunity to meet with many people worldwide, with different cultures and religions. It was very interesting and she gained much experience and knowledge. Unfortunately, a few years later, the company closed its offices in Cyprus. She then gained a position in a local

company, namely, Lanitis Bros Ltd – Coca Cola. Her zeal, enthusiasm for work and the numerous training seminars she attended enabled her to work her way up in the company. Although she started work there as an Executive Secretary in a very short time she became the Personal Assistant to the Managing Director.

With effect from February 2009 she is working at the Insurance Association of Cyprus, as an Executive Assistant to the Director General.

She is married to Michalis since 1991 and has a fourteen year old son named Yiannis.

Maria recently joined EUMA and currently holds the position of Assistant National Chairman.

Members News:

New Members

- Nasia Pelayia and Georgia Maimari Pourkou are the new members of EUMA Cyprus

Jobs

- Maria Koupparis is now at Eurobank

Various

- Helen's Colocasside's daughter got married recently. Congratulation!
- Agne Ioannou Zavertha was re elected as the Chairman of EUMA in the AGM in July

Please send by e-mail to the Coordinator of the Newsletter any changes or other news you want to be included in this page



DIAL 112 FOR EUROPE

Imagine being away on holiday or on business in an EU country and suddenly something bad happens. You need assistance urgently. You could be in the middle of nowhere and your car breaks down or your spouse becomes ill suddenly and you need to call an ambulance. You don't speak the native language. What do you do to get help?



There is now an EU-wide emergency number – 112 which you can ring free of charge by using a landline number or your mobile. Most of the EU member states have the facility not only in their native language but also in English. In addition 12 member states also offer the service in German and 11 offer it in French. Many emergency call centres across Europe can also handle a number of other languages as well, particularly that of a neighbouring country (eg. Finland & Estonia and Spain & Portugal). If you dial the number in Cyprus they will respond to calls for Ambulance, Police or Fire Brigade in both Greek and English.

The number was introduced in 1991 to make emergency services more accessible in EU member states, especially for travellers. However, it remained largely a well kept secret until recently with less than one in four European citizens being aware of the number.

11 February 2009 was declared "European 112 Day" to spread the word and also to encourage the authorities to make emergency call centres more multilingual.

An EU wide survey conducted for the European Commission shows that 94% of EU citizens consider it useful to have a single emergency number available to use anywhere in the EU. Make a note of this number in your address book just in case - but we hope you never have to use it.

For more information visit the Commission's 112 website at www.ec.europa.eu/112

Julie Euripidou

**G & P Sea Cruise Hotel Management G.m.b.H
Limassol Branch Office**

DYSLEXIA AND THE BRAIN

In every school classroom, sits at least one student who will have difficulty in being able to read or write. For these children the hours spent in school are truly agonising – as these students are dyslexic. They will have no problem in being able to understand or to familiarise themselves with a passage in a book although they will have great difficulty in being able to read and write.

Dyslexia was first recorded in medical books about 100 years ago. Since then scientists have been trying to discover the cause of this irregularity in the reading mechanism. Dyslexics can easily understand a passage once it has been read to them, however when they read it themselves they confuse the letters and reverse the correct order of the syllables and generally distort letters and words.

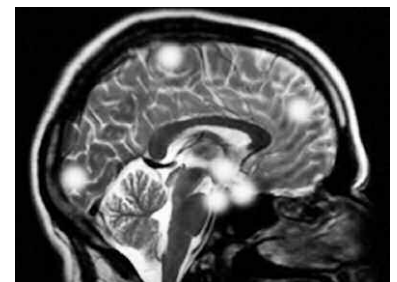
Until recently many believed that dyslexics were persons with a mental handicap or some other psycho-mental problem. Others attributed this condition to being caused by a psychological trauma or for emotional reasons.

Specialists who have studied the causes of dyslexia in detail over recent years believe that this condition is very complex. Dyslexics are normal persons with a normal I.Q., they simply have a small handicap in their ability in one part of the brain.

The human brain is divided into two parts (the left and the right hemisphere) and into areas and every area specialises in a certain function, i.e. vision, hearing, speech, recognition, etc. Specialists have been able to detect, via a special analysis process named FMR, that in the left hemisphere of the brain there are three areas that play an important role in reading and writing.

Research has shown that 'beginners' when starting to

learn to read, use two areas of the brain which are situated in the bregmati lobe. One area is responsible for the pronunciation of the letters and the analysis of sounds of letters from which a word is made up of and their placement in the correct order. Another area of the brain is responsible for a deeper analysis of the words, which divides them into syllables and connects them together in order to compose a word. In a third area the words learnt or heard are stored and thus a vocabulary is created. The reader can at any moment without difficulty decode and pronounce or write these words.



The brain of a dyslexic person, due to a neurological problem, is unable to differentiate between the various sounds of the letters. For the dyslexic a sound has no role whatsoever. On the other hand the two areas of the brain responsible for reading and writing are not connected to each other. This results in a problem being created with these two functions.

As dyslexics have no mental retardation, other parts of the brain become further developed and they can understand a passage better and faster than others once it has been read to them.

In the world of dyslexics we have famous persons such as Albert Einstein, Leonardo da Vinci, Agatha Christie, Walt Disney and many more.

**Maria Danelaki-Wehreahne
PCP Funds**



14 WAYS TO SURVIVE A RECESSION

Recessions can, and will happen. You can see it and take the appropriate steps before it is too late. Here are a few tips you should know about to help you survive.

1. Whatever happens to you, do not allow your situation to get you down. Always be forward-looking, constantly looking for new ways to better your current situation. Your



attitude will determine how fast and how quickly you will get out of your predicament.

2. If you happen to be in debt, get out as quickly as possible by finding ways to pay for it. If ever you need help, get help

from someone who is better at financial management than you. Make sure that the person is better than you.

3. We have to pay the bills. Instead of just paying for them, perhaps you should see if you can switch to another company that offers cheaper rates. Take a look at your electricity, mobile phone, television broadband package, insurance and even your bank account then make the necessary changes.

4. You should also make cuts on daily spending. When you go to the grocery, buy only what is necessary or switch to a cheaper brand. If there are items on promotion, get it because they could be just as good or even better to what you are used to buying. This I cannot emphasize enough. This effort alone can drastically reduce your spending. In fact, avoid going into the stores anytime you feel like it.

5. Take advantage of vouchers, reward points and free samples. Samples can save you a few euros for other more important items. If the grocery you frequent gives out vouchers, make use of it as well.

6. Do you always have to go out for lunch when you are at the office? Not necessarily always. You can prepare the food at home and then take it to work. Your kids should also have a lunch bag instead of getting their weekly allowance so even at a young age, they understand the current situation.

8. If possible, ask your employer if you can do some of the work at home. This will help you save gas since you

don't have to drive to work. Just be sure you are as productive at home like you are in the office. If this is not possible, see if you can carpool with someone from the office.

9. Owning a large vehicle may sound cool but since it is a gas guzzler, perhaps it is time to trade this in with a smaller one. The advantage of a smaller car is that you don't burn that much gas so you don't have to spend that much when it is time to refuel the tank.

9. You can cut down your electricity expenses by replacing the bulbs to those that use lower wattage. You may also want to put the heater down by one degree, reinsulate the ceiling and stop drafts coming from the windows and doors.

10. Cutting down expenses is just one way to survive a recession. You can make money from it by selling some old stuff or renting a spare room.

11. If your work is not stable, perhaps you should consider switching to a career that will ensure better job security for the long term.

12. For those who have money to spare, invest in long term investments such as stocks or bonds. Their value will go up once the recession is over.

13. Be extra careful not to get into any investments scheme which does not look realistic. There will be more people out there who will be 'glad' to take your money away. This is the time to be cautious. If something is too good to be true, it is probably is.

14. Look for alternative ways to improve your cashflow. You'll be surprised by what you can find. It may even surprise you that you are able to find a business which provides you with sufficient rewards beyond the recession.

A recession can last for months and even years so you have to know what to do when it happens. Your ability to stay financially stable is the only way for you to deal with a possible loss of income and inflated prices.

Melina Philiastide
Genesis Logistics Ltd

WILLPOWER AND SELF DISCIPLINE

Sometimes, you wish to go for a walk, knowing how good it is for your health and how wonderful you feel afterwards, yet, you feel too lazy, and prefer to watch TV instead. You might be aware of the fact that you need to change your eating habits or stop smoking, yet, you don't have the inner power and persistence to change these habits.

Does this sound familiar? How many times have you said, "I wish I had the willpower and self-discipline"? How many times have you started to do something, only to quit after a short while? We all have had experiences like these.

Everyone possesses some addictions or habits they wish they could overcome, such as smoking, excessive eating, laziness, procrastination or lack of assertiveness. To overcome these habits or addictions, one needs to have willpower and self-discipline. They make a great difference in everyone's life, and bring inner strength, self mastery and decisiveness.

Definitions of Willpower and Self Discipline

Willpower is the ability to overcome laziness and procrastination. It is the ability to control or reject



unnecessary or harmful impulses. It is the ability to arrive at a decision and follow it with perseverance until its successful accomplishment. It is the inner power that overcomes the desire to indulge in unnecessary and useless habits, and the inner strength that overcomes inner emotional and mental resistance for taking action. It is one of the cornerstones of success, both spiritual and material.

Self-discipline is the companion of willpower. It endows us with the stamina to persevere in whatever one does. It bestows us with the ability to withstand hardships and difficulties, whether physical, emotional or mental. It grants us the ability to reject immediate satisfaction, in order to gain something better, but something which requires both time and effort.

Everyone has these inner unconscious, or partly conscious impulses, making them say or do things they later regret saying or doing. On many occasions people do not think before they talk or act. By developing these two powers, one becomes more conscious of the inner, subconscious impulses, and gains the ability to reject them when they are not for his/her own good.

Willpower and self-discipline can help us to choose our behaviour and reactions, instead of being ruled by them. Their possession won't make life dull or boring. On the contrary, you will feel more powerful, in charge of yourself and your surroundings, happy and satisfied.

How many times have you felt too weak, lazy or shy to do something you always wanted to do? You can gain inner strength, initiative and the ability to make decisions and follow them. It is not difficult to develop these two powers.



There is a misconception in the public mind regarding willpower. It is erroneously thought to be something strenuous and difficult, and that one has to exert and tense the body and mind when expressing it. This is a completely wrong concept and one of the reasons why people

avoid using it, though they are conscious of its benefits. Willpower gets stronger by holding back and not allowing the expression of unimportant, unnecessary and unhealthy thoughts, feelings, actions and reactions. If this saved energy is not allowed expression, it is stored inside you like a battery, and it becomes available at the time of need. By practicing appropriate exercises, you develop your powers in the same way as a person who trains his/her muscles in order to strengthen them.

An effective method for developing and improving these abilities is to perform certain actions or activities, which you would rather avoid doing due to laziness, procrastination, weakness, etc. By doing something that you do not like doing or are too lazy to do, you overcome your subconscious resistance, train your mind to obey you, strengthen your inner powers and gain inner strength. Muscles get stronger by resisting the power of

the barbells. Inner strength is attained by overcoming inner resistance. Remember, strengthening one of these abilities, automatically strengthens the other one.

Here are a few exercises:

- 1) You are sitting in a bus or train and an old man or woman, or a pregnant lady gets on. Stand up and offer your seat even if you prefer to stay seated. Do this not just because it is polite, but because you are doing something that you are reluctant to do. In this way you are overcoming the resistance of your body, mind and feelings.
- 2) There are dishes in the sink that need washing, and you postpone washing them for later. Get up and wash them now. Do not let your laziness overcome you. When you know that in this way you are developing your willpower, and if you are convinced of the importance of willpower in your life, it will be easier for you to do whatever you have to do.
- 3) You come home tired from work and sit in front of the T.V. because you feel too lazy and tired to go and wash. Do not obey the desire to just sit, but go and have a shower.
- 4) You may know your body needs some physical exercise, but instead you keep on sitting doing nothing or watching a movie. Get up and walk, run or do some other physical exercise.
- 5) Do you like your coffee with sugar? Then for a whole week decide to drink it without sugar. You like to drink three cups of coffee each day? For a week drink only two.
- 6) Sometimes, when you want to say something that is not important, decide not to say it.
- 7) Don't read some unimportant gossip in the newspaper, even if you want to.
- 8) You have a desire to eat something that is not too healthy. For the sake of the exercise refuse the desire.
- 9) If you find yourself thinking unimportant, unnecessary and negative thoughts, try to develop a lack of interest in them, by thinking about their futility.
- 10) Overcome your laziness. Convince yourself of the importance of what is to be done. Convince your mind that you gain inner strength when you act and do things, in spite of laziness, reluctance or senseless inner resistance.

Never think that you cannot follow the above exercises, because you certainly can. Be persistent no matter what. Motivate yourself by thinking about the importance of performing the exercises, and the inner power and strength you will gain.

Trying to attempt too many exercises when you are still a beginner, might end in disappointment. It is better to start training yourself through some easier exercises at first, and gradually increase the number and difficulty of the exercises. Practice will improve and increase your power, giving you a great deal of satisfaction.

Melina Philiastide
Genesis Logistics Ltd



HOW TO BOOK YOUR HOLIDAYS ON LINE

There was a time when booking a holiday took almost as long as the vacation itself. For a start, one usually engaged the services of a neighbourhood travel agent or scouted around for the best deal. And despite all the running and chasing around, you many a time ended up with just an ordinary holiday deal.

But now courtesy of the flurry of travel sites, you can book your dream holiday at the click of a mouse. These sites not only help to you save you from the misery of long queues and haggling with travel agents, but also give you a peek into your hotel rooms, reviews of places you want to visit, eating joints and shopping around, in fact, everything you need for an exciting holiday.

Booking a holiday online is fairly simple, but with so many travel sites and so many deals, it may get a bit confusing at times. And then, there are those fears of being taken for a ride by a machine. Worry not, here are few tips that will go a long way in making sure you get the best holiday deals online.

Like everywhere, doing your homework helps here too. So, before you book the deal make sure you have done your research.

Read as much as you can about the hotel or the place you are going to. Do not only read the information on the hotel's website, but read reviews posted by other people who have stayed at that hotel or visited that place.

You can also view photographs posted by other travellers of the hotels and places you have in mind. These can help you to get the real picture. The Internet is full of sites where people review various travel properties and, in fact, most travel sites too give their own rating, but it is always better to take the time to read the third-party ratings.

You may have to scout around for the best deals online to but since it is at a click of a mouse, it should not take you too long. You can easily compare the prices of flights, hotels, resorts and rental car companies and there are several websites that provide a comparison of prices of the different hotels, flights, read travel reviews.

It is always worth comparing the prices with the more specialist sites. This may also help you if your travel dates are flexible. Most airlines and hotel companies provide cheaper prices and have special offers for early birds. Many websites also show the prices either side of the date one wants to travel, so being flexible may bring financial rewards.

Never base your decision to book a hotel or a room going by the look of the rooms on the hotel's website. Hotels and resorts mostly have the picture of their best rooms and views from their rooms on their websites.

You can either book directly by going to the respective sites of the hotel, airline or rental agency, or you can book via a travel site which caters for everything, right from the hotel room to the airfare to car rental to meals.

Ensure you have read the terms and conditions before booking (as every website has different terms and conditions) so you know exactly what you have agreed to.

Always study the hotel details thoroughly to ensure you are booking the hotel that is most suitable to your needs. One downside of booking your vacation directly by yourself is that if anything goes wrong with the accommodation or anything, you may not have the travel agent to complain to.

Also, beware of any hidden charges. Online travel packages can sometimes have hidden charges e.g. the hotel may ask

you to pay 2% extra if you want to pay by a credit card.

Similarly, while use of the gym may appear to be free, you may find that it is only for per person per day. You may many a time find a hidden charge with the freebies promised, like the free spa. So, make sure you get the entire deal completely straight before booking.

If you have any un-answered questions regarding your stay, it's always better to send an email directly to the hotel. If they do not respond within a satisfactory time scale then it may be worth looking to book a different accommodation.

When, with all due diligence, you have read, re-read the terms and conditions, negotiated the freebies and checked the hidden expenses, and all is in order then it is now time to pay. You can pay online as well as by cheque or go for an online bank transfer. Most of the large travel agencies and hotels have bank accounts in leading banks where you can make the payment.

The online payment facility too is usually offered by all travel sites and most hotels nowadays. However, here make sure that the site is SSL secured. To check this make sure the Web address starts with <https://www...> Here the key word is 'S' after http, this means that the website is SSL secured. Also look out for the security logo on the website; most websites have their own security certifications.

On most sites, you will then need to enter your payment details, such as the card number, including the three-digit security code on the back of the card (CVV). If you have made the payment online, make sure you check your credit or bank account regularly to ensure that the correct payment has been withdrawn and that there are no suspicious payments drawn from your account.

Make sure you also receive an email confirming the payment and all other details. As this may be your record of the booking, always make a print out and keep it safe, as you may need it in the future.

As a rule, make sure that you keep a record of all correspondence regarding your travel and accommodation when booking your holiday online.

Try to keep a copy of all the correspondence exchanged or made -- right from flight receipts to accommodation booking references, emails, any answers to the questions that you asked.

In this way you will always have evidence to fall back on in the case of any problem or issue. Though it may be rare that you may actually need any of these items it is always better to be safe rather than sorry when away from home.

Last, but not least, ask family and friends whether they have ever booked online, who they booked with and their experiences, as this will help you to feel more confident about booking online. You can also join a travel forum and read the experiences and advice from other people who have booked online.

Try to go with your gut instincts, and if you still have any concerns about booking online, most websites will have a contact number or a free helpline number you can always call to finalize your deal.

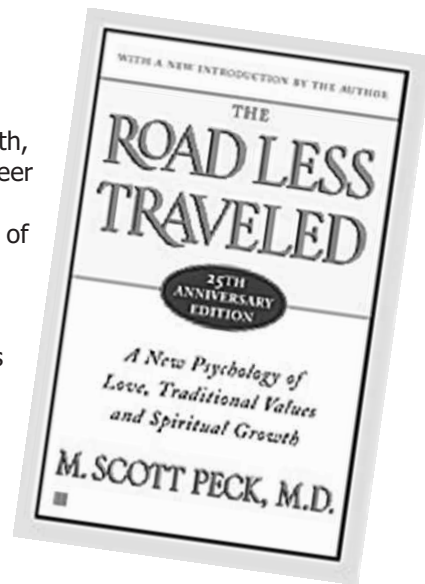
Melina Philiastide
Genesis Logistics Ltd



The Road Less Traveled

by M. Scott Peck

By melding love, science, and religion into a primer on personal growth, M. Scott Peck launched his highly successful writing and lecturing career with this book. Even to this day, Peck remains at the forefront of spiritual psychology as a result of *The Road Less Traveled*. In the era of "I'm okay, you're okay," Peck was courageous enough to suggest that "life is difficult" and personal growth is a "complex, arduous and lifelong task." His willingness to expose his own life stories as well as to share the intimate stories of his anonymous therapy clients creates a compelling and heartfelt narrative.



WEB SITES



www.theydeserveit.com

They Deserve It includes, the world of gift ideas, flowers, songs and more. Whether it is your sister's birthday, or your wedding anniversary, Valentine's Day or a special evening, you will find just the right gift for your loved ones here. With different gift ideas, flower gifts, anniversary gift ideas, wedding gift ideas, holiday gifts, business gifts, birthday gift ideas and baby gifts there is something for everyone at They Deserve It.

They Deserve It will help you decide on the perfect gift for all of your family and friends on their special occasions. You will come across unique gift ideas that will make those special to you feel happy and appreciated. Present your loved ones with exquisite gifts and let them know how much you love them.

Use this web site to make your day a memorable one and celebrate the special moments in life from Mother's Day to Christmas. Whether you choose a love song, graduation song, or a personalized gift, you will find it all right here at They Deserve It.



www.webs.com

At Webs.com you can find all the tools you need to create a professional-looking website in just minutes. Add a blog, forum, calendar, photo gallery, video gallery and much more. Want to turn your site into a social network? No problem! You also have the ability to add members and create personal profiles so you can turn your site into a community where friends, colleagues and family can connect and collaborate.

