

Annex 3

BOOKS AND OTHER LITERATURE:-

- * Alan Lakein: "How to Get Control of Your Time and Your Life"
pub. Signet 1973 (or)
- * Alec Mackenzie: "The Time Trap"
- * Robert Bolton: "People Skills" pub. Prentice-Hall 1979
- * available from Ontario Ministry of Culture & Recreation:
"Conference Planning"; "Getting People Together";
- * "Canadian Business"
- * "Financial Post Magazine"
"Canadian Office"

Specifically for secretaries:

- * Helen Y. Angus: "The Let's Get Organized Workbook" Methuen 82
"Canadian Secretaries Handbook" p. Collier Macmillan 1979
- * Elizabeth Murphy: "The Assistant" pub. Amacom 1982
- * Jean Baer: "How to be an Assertive not an Aggressive Woman"
- * Wayne Dyer: "Your Erroneous Zones" (translated as "Vos Zones
Erronées")
- * "Canadian Secretary" - quarterly from Maclean Hunter
- * "Office Equipment & Methods"