

### 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"