

in-tray

Keep up to date with the latest news, research and services on offer to busy PAs



IN BRIEF

COMMUTES = LOST PRODUCTIVITY

A survey from 2e2 of over 1,900 office workers has revealed that commuting plus the traditional 9-5 work pattern is leading to a bill of £1.21 billion for employers through lost productivity. Over half (55 per cent) of people said they were more productive when working at home.

RAIL WOES

Last month on www.executivepa.com we reported on the increase in rail fares - and now Hays Group has revealed that the rise in rail tickets could swallow up as much as eight per cent of your salary.

PUTTING THE HOURS IN

A survey from Regus has found that 43 per cent of people confess to taking work home with them at least three times a week. The experts say the pressure of long working hours is made worse by concerns over job security. Ten per cent of those questioned say they work over 11 hours a day, with over a third saying they work between nine and 11 hours daily.



A DAY IN THE LIFE OF THE AVERAGE PA

A research project from Mars Drinks UK has revealed just what the average working day looks like for office workers:

- Commute to work: 30 minutes, 41 seconds
- Arrive at office: 8.09am
- Lunch break: 28 minutes, 51 seconds
- Emails received: 32
- Emails sent: 26
- Phone calls made: 20
- Phone calls received: 21
- Leave the office: 5.22pm

Delivering on a budget

Your boss wants an event organised on a fixed budget and spend not a penny more. Sound familiar? Karen Lindsay, corporate event consultant and author of *Planning and Managing a Corporate Event* (How to Books Ltd) offers these tips for delivering an event on a budget.

1 EVENT BRIEF

Top priority is to establish the objectives of a function by creating an event brief. If the location is of paramount importance, start by identifying the most suitable venue and determine its costs.

2 SPREADSHEET

The best way to contemplate an event is to visualise it from beginning to end. This will help to establish event content as well as your spreadsheet headings. The first insertion on your spreadsheet should relate to the key objective, in this case, the known venue costs.

3 CONTINGENCY

Assign 10 per cent of the budget to 'contingency' because at this embryonic stage, logistics will not have been considered. This allocation will become your 'budget buffer'.

4 GUIDELINE COSTS

Insert guideline costs against the rest of the elements featured on your spreadsheet and play around with the figures to fit. This will give an indication of the event content able to be provided within the budget.

5 NEGOTIATION

Don't be afraid to negotiate prior to signing on the dotted line. Hotels tend to have leeway on aspects such as room hire whilst suppliers normally have flexibility with their fees.

6 UP TO DATE COSTINGS

As your event develops so too will your spreadsheet. The headings will become less generic and more specific and allocations will become less guideline and more accurate. The best way to keep your event on track and on budget is to regularly update your costing.