

Hello PACE members,

My apologies for the length of time between updates. I cannot believe it is going to be March on Friday and we'll be into the third month of the year already! It is therefore probably too late to say Happy New Year, but as this is my first newsletter of 2019, so I am still going to wish you all the best for a successful and happy year ahead.

I hear our first PACE meeting in January hosted by the SPCA went very well. A tour of their meeting rooms for hire, and an insight into the work they do at their Wellington branch in Newtown was held. Unfortunately I was unable to attend so a big thanks to Ciaran for Chairing the meeting in my absence – he looks pretty good and happy behind the podium!



I am looking forward to catching up with a lot of you at our February meeting coming up on Tuesday (being held at the Sofitel). Kathryn Anda of PEPworldwide (PEP: Personal Efficiency Programme) is our guest speaker. Kathryn will be introducing practical solutions to improve work processes and sharing some principles and tips that we can take away to help our personal efficiency. Efficiencies is always a popular topic with EAs so hope to see a good turnout.

Details for the March meeting were sent last week. GBL Personnel are looking forward to hosting us and have planned a great night of artisan spirits tasting (for the Gin fans!), and a presentation from Vito Lo Lacono an expert in leadership and business culture development.

Other events this year will be coming out shortly. The Management Team are working on a great line up including our bi-annual Professional Development Forum which will be taking place in July. We will also have another mid-winter dinner get together this year. This was very popular last year and is a great opportunity to have a bit more time to chat and network with PACE colleagues.

I'm sure that most of you are aware of the very useful tool on our website, the Dashboard, which is utilised by members to ask questions, seek advice and share information. The member directory is also a very helpful tool, used to find PACE colleagues and contact details. If you haven't done so already, I encourage you to log onto the website and update your profile – and particularly to include a photo of yourself. It is very helpful for others to 'see you' when trying to identify someone they may have met for the first time at a meeting, or when trying to connect with members.

As we begin the year and the work load starts ramping up (if it hasn't already!), often as EAs we make it all too easy to find reasons to keep working. High expectations and a to-do list that never seems to end can make it hard to justify taking breaks.

The workload we often have can take a toll on our physical and mental well-being, as well as our productivity. Efficiency and excellent work performance are such an integral part of our role, we often forget why recharging is so important, and just don't take the time for ourselves.

So just a reminder of a couple of quick ways to recharge at work, so we start the year on the right track:

- Try and take a cognitive break every 90 minutes, get up and move around (even if just to make a hot drink).
- Consider a quick walk outside, the fresh air will help reset your brain.
- Eat your lunch away from your desk. Moving away from your work can give your mind a much needed break.
- Put these into your calendar and be reminded to do so.

Of course there are lots of articles on this topic, but it's always good to be reminded to care for yourself while you're assisting/caring for others! Don't feel guilty about caring for yourself.

Ok well that's all from me for now. I'm off to Westpac Stadium for a bit of culture at the Te Matatini festival (it's an amazing event of incredible Kapa Haka performances, I just hope the weather holds!). Looking forward to seeing you at Tuesday's meeting.

Philippa
PACE Chair