

## **CAREERS and LIFESTYLE**

Updated August/09

CL 1

**Passages : Predictable Crises of Adult Life/** Gail Sheehy

**1976** ISBN 0553271067

Adult life goes through personality, lifestyle, and sexual changes during our 20's, 30's, 40's, and beyond. Finding independence, establishing relationships, goal-setting, midlife crisis, and ageing are discussed.

CL 2

**Beyond Certainty: The Changing Worlds of Organisations/** Charles Handy

**1995** SBN 0091791537

A series of essays exploring the changing world of work, corporate thinking, employment opportunities, and planning for the future by employees and employers.

CL 4

**The Money Motivator/** Paul Hanna

**1999** SBN 0140281010

A little pocket book offering quick tips for success with personal finances.

CL 5

**The Sociology of Housework/** Ann Oakley

**1974** ISBN 0855200731

The traditional view that women 'work' outside the home but not inside it is challenged by a novel approach to women's role in the family. Housework is analysed as a job, analogous to any other kind of work. Sexism, images of housework, domesticity and social class, housework conditions, self-esteem and social links, division of labour within a family and feelings about housework are explored

CL 6

**The Half-Open Door : Sixteen Modern Australian Women Look at Professional Life and Achievement/** edited by Patricia Grimshaw and Lynne Strahan

**1982** ISBN 0868060496

Women in art, law, literature, music, teaching and medicine discuss their lives, their families and their careers. They talk about the pressures exerted by religion, education, sexuality and domestic life and about the men who have helped or hindered them.

CL 7

**The 9 to 5 Guide to Combating Sexual Harassment /The National Association of Working Women /** Ellen Bravo and Ellen Cassedy

**1992** ISBN 0471575763

Suggestions for recognising, confronting, and resolving sexual harassment in the workplace. For both employees and employers.

CL 8

**Interviewing Skills/** Tim Hindle

**1992** ISBN 075130526X

Preparing for, conducting and analysing a job interview from the employer's point of view.

CL 9

**Creating a Successful Resume/** Max A Eggert

**1997** ISBN 07318064

To ensure a good first impression, a resume should clearly explain your skills, achievements, and experiences, which are relevant to your potential employer. Dos and don'ts, examples and covering letters are explained.

CL 11

**My wife, My Daughter and Poor Maryann/** Beverley Kingston

**1975** ISBN 0170052125

The nature of work, economic oppression of women, their unrecognised and unpaid work, and their responsibilities for housework in Australia from the 1860s to the 1930s is investigated.

CL 12

**In Her Own Name: A History of Women in South Australia from 1836/** Helen Jones

**1994** ISBN 1862543216 Revised edition

A political and legal history of women's changing status in South Australia is illustrated by accounts of personalities, issues and events which led to their changing status. Women's work, family roles, and suffrage are explored.

CL 13

**Stepping Up : How Women Become Successful, and How You Can Join Them/** Di Hathaway

**1992** ISBN 0646070371

The experiences of ordinary women and the techniques they offer in public speaking, media management, leadership, negotiating, child care, sexual harassment and office politics will help you achieve your goals in the workplace.

CL 14

**The Working Mother's Handbook /** Marianne Latham

**1995** ISBN 1863737545

Australian women are often juggling two lives—a paid position in the workforce and an unpaid position in the home. Leaving and returning to the work force, options for part-time or casual work, childcare, coping with emergencies and family responsibilities, getting support, and understanding your rights and opportunities are illustrated by stories.

CL 15

**The Career Guide for Creative and Unconventional People/** Carol Eikleberry

**1995** ISBN 0898157579

CL 16

**Zen and the Art of Making a Living : A practical guide to creative career design/** Laurence G Boldt

**1992** ISBN 014019469X Revised edition

After identifying work that will be deeply satisfying and discovering what you really want to do, the practical, active steps to finding or creating that work are explained.

CL 18

**Another Country: navigating the emotional terrain of our elders /** Mary Pipher

**1999** ISBN 1864710322

This book is a practical and positive guide to the journey into old age, another country for both our parents and ourselves, and is illustrated by stories of real children, parents, and grandparents,

CL 19

**Leaflets in the Life of my Mother /** Marjorie E McInnes

**1990**

The life story of Edith Louise Graber, 1985-1987, of Melbourne, is told through diaries, photographs and her daughter's reminiscences.

CL 20

**Double Time : Women in Victoria - 150 years** / edited by Marilyn Lake and Farley Kelly

**1985** ISBN 0140060022

A new perspective on Australian history covering the place of women, their relationships between public and private, their paid and unpaid work, party politics and sexual politics as told through the stories of more than fifty women living in Victoria.

CL 21

**Understanding the Mid-Life Crisis** / Peter O'Connor

**1981** ISBN 0725103744

The period between the ages thirty-five and forty-five is a time of crisis for many men, a time when feelings of frustration and personal inadequacy may surface and strains in marriage may be felt.

CL 22

**When Work Doesn't Work Anymore: Women, Work and Identity**/ Elizabeth Perle McKenna

**1997** ISBN 0733604986

Women have a complex relationship with their work and may need to change the way they work or face divided and unbalanced lives. Ways to identify values, reclaim identities, and define success are offered.

CL 23

**The Promise and the Price : The Struggle for Equal Opportunity in Women's Employment**/ Clare Burton

**1991** ISBN 0044422865

This book highlights the struggle women continue to face in overcoming organisational bias and achieving the fair and effective implementation of EEO programs.

CL 24

**Readymade Job Search** / Lyn Williams

**2000** ISBN 0 7494 3322 1

Provides a wide selection of job search letters that can be adapted to cover a variety of situations

CL 25

**NLP [Neuro Linguistic Programming] at Work: The Difference that Makes a Difference in Business** / Sue Knight

**1998** ISBN 1857880706

Those who 'get by' in the way they communicate, motivate, influence, negotiate, lead, empower and manage their own self-development can be changed into those who excel by using Neuro Linguistic Programming techniques.

CL 26

**The Gentle Revolution : Men and Women at Work - What Goes Wrong and How to Fix It** / Helena Cornelius

**1998** ISBN 0731805712

The dynamics of puzzling behaviour in others in our workplace are explained by

masculine and feminine differences. Understanding the reasons for workplace hassles and using different ways of responding to them enables men and women to value and to enjoy working together.

CL 27

**Competing For the Future/** Gary Hamel and C K Prahalad

**1994** ISBN 0875847161

Future industry leaders should develop approaches to company strategy, competition and organization which use resources effectively and ensure market share.

CL 28

**Applying for Jobs and Winning at Interviews/** George Stern

**1998** ISBN 0646348574

Everything you need to know about the written and oral stages of getting a job.

CL 29

**Beyond the Glass Ceiling : Women Leaders in Education/** Mary Ryan

**1993** ISBN 1863711686

Seven Australian women who have become high achievers through commitment, perseverance and faith in themselves show how to break through the 'glass ceiling' of women's position in society.

CL 30

**Counting for Nothing: What Men Value and What Women are Worth/** Marilyn

Waring **1998** ISBN 0044423365

The patriarchal nature of economics ignores the contribution that women's unpaid productive and reproductive work makes in every country in the world. A feminist perspective of economics might put value the well-being of the whole community and of the environment.

CL 32

**Unemployment Forever? Or a Support Income System and Work for All/** Allan McDonald

**1995** ISBN 0646259105

Universal income support and its wide-ranging benefits are explained. It is possible to have such a system without higher income taxation and without the need for nearly one third of Australia's population being dependant in some way on social welfare benefits.

CL 33

**Parting Company : How to Survive the Loss of a Job and Find Another**

**Successfully /** William J Morin and James C Cabrera

**1991** ISBN 0156710471 2<sup>nd</sup> edition

Contains practical advice on negotiating the best severance package, considering career options, marketing yourself, interview techniques, and starting a new job.

CL 34

**The Career Choice Guide /** Dr Bob Bisdee

**1987** ISBN 0140103236

A realistic approach to employment for school leavers, graduates and job seekers.

CL 35

**Sisters in Suits : Women and Public Policy in Australia/** Marian Sawyer

**1990** ISBN 0046100210

Australian feminists came to work through government by creating bureaucratic machinery and achieved their goals of greater opportunity and support for women

CL 36

**The Equality Myth: A Guide for Women Who Want to Make a Difference in the World of Business and for Men who are Ready to Change** / Kerry Chater and Roma Gaster

**1995** ISBN 1863738304

By building on their different strengths and qualities, women and men can have a mutually profitable business world. Shared values, diversity, creativity, cooperation and open communication are illustrated with exercises and stories.

CL 38

**Reaching for Stars : Reflections on a Journey Through Life and Living** / Janine Shepherd

**1998** ISBN 0091839866

After the cross-country skiing champion Janine Shepherd had an accident, which left her a paraplegic, she decided to learn to fly and got her commercial pilot's licence and then her instructor's permit. She is an inspirational speaker and writer.

CL 39

**Voices of the Survivors: Powerful and Moving Stories from Survivors of Sexual Assault** / Patricia Eastaerl

**1994** ISBN 1875559248

Responses of women who have survived rape and sexual abuse.

CL 40

**What Colour is Your Parachute? : A Practical Manual for Job-Hunters and Career-Changers**/ Richard Nelson Bolles

**1996** ISBN 0898158443

Practical exercises assist with identifying your skills and what kind of organization or people you want to work with and what rewards you expect. It contains coaching on resume writing and interview techniques. There are tips for the impatient job hunter, job-hunting on the Internet and changing careers without going back to school.

CL 43

**The Lifetime Career Manager: New Strategies for a New Era**/ James C Cabrera and Charles F Albrecht

**1995** ISBN 1558504397

Individuals can take control of their career and move it in the direction they want to go by understanding their career goals, job skills and by articulating specific accomplishments. They can recognise danger signals, avoid career crises and make the best decisions.

CL 44

**Awaken your Business Creativity: Turn your potential into profit** / Cyndi Kaplan

**1995** ISBN1864290307

Thirty inspiring achievers demonstrate easy to use techniques to promote creativity in the business world.

CL 45

**Life after debt: Resurrecting your financial future**/ Annie Holden and Jeannie Sheppard

**1999** ISBN 0732259886

Understanding effective money management and using strategies for finding a way out of debt will help those who are deep in financial crisis. The ten recommended steps outlined are: take responsibility, communicate with the people to whom you owe money, stop spending, expect to grieve, take heart, learn lessons, improve your

relationship with money, put your house in order, revalue your life, and simplify and liquidate.

CL 46

**People Styles at Work: Making bad relationships good and good relationships better/** Robert Bolton and Dorothy Grover Bolton

**1996** ISBN 0814477232

A practical way to handle people differences on the job and to capitalize on the diversity of behaviour styles in the workplace.

CL 47

**101 Great Answers to the Toughest Interview Questions/** Ron Fry

**2000** ISBN 156414464X 4<sup>th</sup> edition

Winning answers to questions likely to be asked at job interviews.

CL 48

**Working in Community Services: Management and practice /** Michael Wearing

**1998** ISBN 1864487224

The relationship between community service workers and their clients can be improved by understanding the history of welfare practice, the roles of government versus non-government agencies, and what role emotions and perceptions play in daily interactions. For students and professionals in social work, community work, social policy and public administration.

CL 49

**Delivering 'Knock your Socks off' Service /** Kristin Anderson and Ron Zemke

**1998** ISBN 0814479707 Revised edition

The kind of service that makes a positive, lasting impression on your customers-takes more than simple courtesy. It is reliable, responsive, reassuring, empathetic and tangible. Ways of achieving this and problem-solving techniques are explained

CL 50

**Working at Home While the Kids are There, Too /** Lorraine Hoff Oberlin

**1997** ISBN 1564143058

Ways of combining a career and children through a home-based business are explained.

CL 51

**The Women's Power Handbook/** Joan Kirner and Moira Rayner

**1999** ISBN 067887773

This book will help you to work out what you want, communicate your need, get others to work with you, and advance your cause. It explains personal tactics, skills for all situations, managing meetings, workplace matters, and community activism.

CL 52

**What Colour is Your Parachute: A practical manual for job-hunters and career-changers/** Richard Nelson Bolles

**1996** ISBN 0898157587

Practical exercises assist with identifying your skills and what kind of organization or people you want to work with and what rewards you expect. It contains coaching on resume writing and interview techniques. There are tips for the impatient job hunter, job-hunting on the Internet and changing careers without going back to school.

CL 53

**What Colour is Your Parachute: A practical manual for job-hunters and career-changers/** Richard Nelson Bolles

**2005** ISBN 0898157587 Updated

Practical exercises assist with identifying your skills and what kind of organization or people you want to work with and what rewards you expect. It contains coaching on resume writing and interview techniques. There are tips for the impatient job hunter, job-hunting on the Internet and changing careers without going back to school.

CL 54

**How to Write to Selection Criteria** / Dr Ann Villiers

**2000** ISBN 0646254987

Covers understanding the system of job filling, improving job applications, understanding advertisements, obtaining more information, addressing selection criteria, helping get referees' reports, preparing for interviews, taking action for self-improvement, looking at the employer's perspective and a case study example.

CL 55

**Growing Into Wisdom: Change and transformation at midlife**/ Juliet Batten

**2000** ISBN 1877178578

Midlife brings changes in priorities for career, lifestyle, and relationships, necessitates dealing with loss and change, offers the accepting life as a journey, allows expanding spirituality, redefines identity, enables the seeing of positives in ageing, acknowledges the need for and giving support, allows the expressing the creative self, and enables the achieving and passing on of wisdom.

CL 56

**Before and After Retirement**/ Peter Cerexhe

**2000** ISBN 0947277706 2nd edition

Planning for your future security and happiness is easier if undertaken with the right attitudes, and with knowledge of your financial options, health concerns, accommodation options, leisure activities, travel and legal affairs are explored.

CL 59

**Juicy Tomatoes: Plain truths, dumb lies, and sisterly advice about life after 50**/ Susan Swartz

**2000** ISBN 1572242175

Humorous stories from women who have experienced middle age, body changes, menopause, relationships, life changes and self analysis during ageing.

CL 60

**Ageing Disgracefully : A grown-up girl's guide to her best years**/ Joan Sauers

**2000** ISBN 0 091 83944 0

More than 300 fun tips on absolutely everything - how to get the most of the rest of your life.

CL 61

**Write It: Right It** / ACT Consumer Affairs Bureau

**1996** ISBN 186331225

Explanations of consumer rights, pro-forma letters, advice on making and handling complaints for both consumers and traders. Included are examples of letters relating to car repairs, rental properties and lay-by cancellations.

CL 62

**Woman Work Child** / Jodie Beveniste

**1998** ISBN 0 7318 0666 2

Fourteen women talk about attempting, in different ways, to find balance between family responsibilities and work.

CL 63

CL 64

CL 65

**The Path to Success** / Compiled by Sandy Forster

**2008** ISBN 978 0 9752490 6 2

A compilation of inspirational and motivational ideas and tools you need to make changes that will allow you to create the success you desire.

CL 66

**Information About Sex Discrimination** / Sex Discrimination Unit, Human Rights and Equal Opportunity Commission

**1999**

Workplace case studies dealing with pregnancy, sexual harassment, sex discrimination, family responsibilities and victimisation.

CL 67

**The Beginner's Guide to Retirement**/ Michael Longhurst

**2000** ISBN 073361048X

After talking to over 200 Australian retirees, the author provides advice on relationships with partners and family, skills in conflict resolution, maintaining financial stability, dealing with issues such as loss, and living a full and happy life in retirement with minimal stress, boredom and health problems.

CL 68

**How to Address Selection Criteria: Improving your chances of being short-listed for a job**/ Ann D Villiers

**2000** ISBN 0957792409

Covers understanding the system of job filling, improving job applications, understanding advertisements, obtaining more information, addressing selection criteria, helping get referees' reports, preparing for interviews, taking action for self-improvement, looking at the employer's perspective and a case study example.

CL 69

**The Good Girls Guide to Negotiating**/ Leslie Whitaker and Elizabeth Austin

**2001** ISBN 0 7126 7085 8

This book emphasises how women can play to their strengths: listening astutely, interpreting body language, empathy and relationship building. Areas such as conflict avoidance, where women are not strong, are analysed in full to help women recognise, control and use them to their advantage.

CL 70

**I Don't Need A Baby To Be Who I Am** / Joan Brady

**1998** ISBN 0 671 00980 x

Thoughts and affirmations on a fulfilling life.

CL 71

**A Certain Age: Women Growing Older** / Marilyn Poole & Susan Feldman

**1999** ISBN 1 86448 996 0

Explores the public and private worlds of older women...challenging the emphasis on declining health.

CL 72

**Changing Course** / Kaye Healey

**2002** ISBN 0947277862

Successful retirement depends on sound financial planning and psychological readiness to move through a period of great and potential upheaval.

CL 73

**Before and After Retirement** / Peter Cerexhe

**2000** ISBN 0947277706

Clearly outlines financial issues such as superannuation, investments, government pensions and benefits; and lifestyle issues including health cover, health, housing, attorney, business, volunteering, education and travel.

CL 74

**Double Lives/** Cat Gander in Association with W.I.S.E. (Workers in Sex Employment)

**1993** ISBN 0664158821

The ordinary, extraordinary lives of sex workers. These 'stories' provide insights into the personal and professional lives of the workers.

CL 75

**Leaving Home/** Samantha Koch with David Koch

**2003** ISBN 1865087068

Full of practical tips for making a stress-free transition from living at home.

CL 76

**Living Alone & Loving It/** Barbara Feldon

**2003** ISBN 0733617115

Secrets for coping with the practical and emotional aspects of solo life.

CL 77

**Secret Women's Business** / Patsy Rowe

**2003** ISBN 1741100097

From the dating game to the mating game – even to the hating game of divorce and picking yourself back up off the floor – covers every base and provides the sort of advice that your grandmother would be proud of, and includes interviews with vintage women.

CL 78

**Wifework** / Susan Maushart

**2002** ISBN 1877008184

Examines with devastating honesty how hard women will work to keep a marriage running, and looks fearlessly at the cost of children when they decide to stop

CL 79

**Organizing from the Inside Out** / Julie Morgenstern

**2002** ISBN 073361350

How to organise workloads and prioritise. Balancing business and family life.

CL 80

**Maketime: The survival guide for women with too much to do/** Pamela Allardice

**2004** ISBN 1 74114 150 8

An instruction book for women living in the real world. Learn to be better equipped and start to enjoy your self, your work and your family.

CL 81

**The Girls Guide to Work and Life: How to create the life you want/** Donna Lee Brien and Tess Brady

**2004** ISBN 1 74117 202 4

Using real women's stories, The girls guide to work and life sets out easy-to-follow steps that put the 'you' back into 'your' career.

CL 82

**What's Next? Women Redefining their Dreams in the Prime of Life/** Rena Pederson with Dr Lee Smith

**2002** ISBN 0 399 52578 1

Through stories of women this book captures the dilemma that many women face in midlife and to confront their concerns and take action.

CL 83

**Leaving the Rat race to get a life/** Philomena Tan

**2003** ISBN 0 7314 0096 8

A book that explores lifestyle career changes and a practical map to guide people through a sea change.

CL 84

**Nice Girls Don't Get the Corner Office/** Lois P. Frankel

**2004** ISBN 0 446 69577 7

Unconscious mistakes women make that sabotage their careers.

CL 85

**Working with monsters/** John Clarke

**2005** ISBN 1 74051 154 9

How to identify and protect yourself from the workplace psychopath.

CL 86

**Women's Business, Women's Health/** Amanda Ellis

**2002** ISBN 74051 134 4

Create the life you want at work and in business.

CL 87

**Working Mum's Handbook/** Carol Smillie with Eileen Fursland

**2003** ISBN 0 7535 0746 3

The work-life balance, getting organised, choosing childcare, maternity leave and pay, tax credits.

CL 88

**The Declutter Workbook/** Mary Lambert

**2004** ISBN 1 903116 88 0

101 steps to transform your life.

CL 89

**Do What You Love, The Money Will Follow/** Marsha Sinetar

**1987** ISBN 0 440 50160 1

Discovering your right livelihood.

CL 90

**Oh Happy, happy days!/** Graham L Ascough

**2002** ISBN 1 86350 392 7

Planning for retirement, a step by step guide for couples or individuals wanting to retire from their paid employment. Recommended for anyone desiring their most mature years to be their very best years.

CL 91

**You, Inc/** John McGrath

**2003** ISBN 0 7322 7636 5

A guide for anyone seeking to redesign themselves for a smarter future. Real and achievable steps to attain clarity and reach your potential.

CL 92

**You Go Girlfriend/Maureen Frank**

**2005** ISBN 0 646 45104 9

This book will help guide you through a variety of difficult issues for the working woman, including career issues, childcare and how to survive being a working mum.

CL 93

**The Art of Persuasion/Juliet Erickson**

**2004** ISBN 0 340 83030 1

Juliet Erickson has worked with corporations around the world to help them achieve their goals. She will help you successfully achieve many workplace goals.

CL 94

**Addressing Selection Criteria: Complete Reference/ Irene Goudie**

**2006** ISBN 0 9757201 8 X

This book provides practical and useful steps for people to take when writing applications and preparing for interviews.

CL 95

**Switched On: Conversations with influential women in the Australian media/**

Catherine Hanger

**2006** ISBN 1 74031 129 9

Looks at the way the media has changed in this country since the 1960s and the roles women have played in shaping the way we watch television, buy magazines, read newspapers and buy goods based on clever advertising.

CL 96

**Built like A Woman: Planning, Building, Surviving / Sandra Broman**

**2004** ISBN 1 74045 390 5

Sandra Broman draws on her own experiences as an owner-builder to give you tips on planning, building and renovating from a woman's perspective.

CL 97

**The Invisible Heart: Economics and Family Values / Nancy Folbre**

**2001** ISBN 1 56584 655 9

An exploration of societies' problem of balancing economic pursuits with care for others.

CL 98

**See Jane Lead / Lois P. Frankel**

**2007** ISBN 978 0 446 58159 2

Filled with practical advice and examples of successful female leaders, this book reveals the most effective ways women can lead in the business world, the home or beyond – using their natural capabilities.

CL 99

**Love Your Work / Maggie Hamilton**

**2004** ISBN 0 670 04186 6

A guide to implement techniques for: overcoming manic work patterns, handling constant changes and cutbacks, coping with retrenchments and takeovers, thriving in a challenging work culture, tackling your boss, being a good boss, dealing with customer and workmate conflicts, managing a career change and breathing new life

into your home, your passions and your friendships.

CL 100

**Perfect Phrases for the Perfect Interview** / Carole Martin

2005 ISBN 0 07 144982 5

Provides ready to use responses for a variety of interview scenarios. Includes a reference guide to: break the ice and make a winning impression, emphasize your skills, experience and style, handle tough questions with ease, communicate your salary and career goals.

CL 101

**Women's Business** / Maureen Noonan

2006 ISBN 1 920681 14 0

An Australian easy to follow handbook that shows you how to stay in charge of the legal issues that you will face daily in your business. Includes a list of key reference materials and website addresses.

CL 102

**Job Search That Works** / Rick Lamplugh

1991 ISBN 1 56052 105 8

Using supporting graphics and exercises the author offers practical advice for job searching and boosting self esteem.

CL 103

**Strategic Resumes** / Marci Mahoney

1992 ISBN 1 56052 129 5

Resume writing skills with a strong self-empowerment message to help the reader learn the process of self-identification and skills needed to reach their goals.

CL 104

**How to Get Things Done** / David Allen

2001 ISBN 978 0 14 300018 1

The art of stress free productivity, includes advice on processing and prioritising your in-tray and email, replacing your 'to do' lists with a fail-safe system, feeling fine about what you're not doing and mastering the two-minute rule.

CL 105

**Why Doesn't Broccoli Taste Like Chocolate? How to re-enter the workforce** /

Theresa Mary Hackett

2008 ISBN 978 0 9804175 0 0

Identify your skills; create a stunning CV, write an impressive application letter; prepare yourself for interviews; take charge of your interviews.

CL 106

**The Networking Survival: get the success you want by tapping into the people you know** / Diane Darling

2003 ISBN 0 07 140999 8

This guide will help you build your networking skills, gain confidence in your networking abilities, and make good things happen in your business, career, and life.

CL 107

**A Survival Guide for Working with Bad Bosses: dealing with bullies, idiots, back-stabbers, and other managers from hell** / Gini Graham Scott

2006 ISBN 0 8144 7298 2

With examples from real work situations that resonate, this book offers pragmatic

ways to respond for anyone who has a difficult boss, and who wants to exert influence and a degree of control.