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The CEO's Secret Weapon: A Second Self

The CEO's Secret Weapon. Posted on April 20, 2019 Author Leave a comment. In her book – The CEO's Secret Weapon – author Jan Jones talks about capitalizing on the Executive and Executive Assistant relationship. Jones herself, is a former executive assistant to some of America's high profile bosses and she helps us understand that ...

Blog – My Assistant Joanne

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*Amazon.com: The CEO's Secret Weapon:
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The CEO's Secret Weapon: A Second Self by Jan Jones In The Effective Executive, Peter Drucker wrote "The executive is, first of all, expected to get the right things done".

The CEO's Secret Weapon

"Impressively well written and thoroughly 'reader friendly' in tone, content, organization and presentation, 'The CEO's Secret Weapon: How Great Leaders and Their Assistants Maximize Productivity and Effectiveness' will prove to be of enormous value and interest to anyone contemplating the engagement of an executive assistant, or who already has one and would like to maximize the value of that executive assistant to themselves

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News - CEO's Secret Weapon

CEO's Secret Weapon strives to help entrepreneurs and businesses in successful growth, development, executive consulting, product marketing and new product launches. We help people identify their focus and define the steps vital to keep the focus and put plans into action to get real results to create the best, most profitable and happy life possible.

Your Team – CEO's Secret Weapon

The CEO's Secret Weapon provides not only the inspiration to achieve a successful

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business partnership, but also provides know-how and practical tools to recruit, train and work on a day-to-day basis with an exceptional assistant, showing you how to put their exemplary talents to good use. Jan Jones sets a high bar and pulls no punches in exhorting executives to strive to find and work with only the very best exemplars of the executive assistant role.

The CEO's Secret Weapon

The CEO's Secret Weapon: How Great Leaders and Their Assistants Maximize Productivity and Effectiveness 1st ed.

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Many executives don't take full advantage
of the assistant who sits right outside their

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door. This book educates executives about all the ways in which they can streamline and improve the way they work with the help of a great assistant, while teaching them to identify great candidates and maximize the benefits of this special relationship.

Many executives don't take full advantage of the assistant who sits right outside their door. This book educates executives about all the ways in which they can streamline and improve the way they work with the help of a great assistant, while teaching them to identify great candidates and maximize the benefits of this special relationship.

Sitting on a File Cabinet, Naked, With a Gun offers an engaging, entertaining insider's look into the offices of some of the most powerful men and women in

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Silicon Valley, as executive assistants spill the beans about their CEOs. Executive assistants are arguably the most influential people on a chief executive's staff.

Currently, over 8 million administrative professionals help over 4 million executives & general managers to broker and schedule meetings, decide who gets the CEO's ear, and select airlines, hotels, car rentals, and other vendors. In addition, they often support the CEOs' personal needs. They also regularly give input to the CEO on employees, from new candidates to old-timers, and they most definitely impact the fortunes of the businesses that serve them. CEO executive assistants are historically a "secret weapon" - typically not even recognized for their power to influence the CEO, and often written off as "just a secretary." Beware of making that outdated mistake. Today, the executive assistant to a CEO

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wields a huge amount of power and is engaged in all aspects of the business. They continually seek out ways to make their jobs more efficient, more enriching, and more empowering. They leverage their CEOs' highly valuable time to enable them to devote their total energies to making the major strategic decisions for their companies. *Sitting on a File Cabinet, Naked, With a Gun* is a book for anyone who has ever wondered about what goes on behind the closed doors of the executive suite. It's especially useful for anyone who has his or her eyes on a spot reporting to a CEO one day.

Assistant, you are a leader. As an assistant, you constantly face obstacles that hold you back from accomplishing your career goals. Whether it's a job change, shifting deadlines, a micromanaging executive, a toxic co-worker, a high-pressure project,

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or an intense negotiation with a vendor, the administrative profession is not for the faint of heart. If you're looking to maintain the status quo and be "just an assistant," this book is not for you. But, if you want the confidence and ability to conquer the challenges that most try to avoid, then you're in the right place. The Leader Assistant outlines four pillars—embody the characteristics, employ the tactics, engage in relationships, and exercise self-care—that will help you rediscover your passion for the profession and become a confident, future-proof, game-changing Leader Assistant. If you neglect even one pillar, you'll head for burnout, stagnation, and anonymity. You are meant for so much more. Are you ready to be the Leader Assistant the world needs?

Real-life tools and advice for every

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Administrative Professionals
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"A book for executive assistants written by executive assistants...offers practical, creative strategies for achieving success and building leadership attributes, compiled from the diverse experiences of high-achieving administrative professionals in a wide variety of businesses and industries."--page [4] of cover.

TRUST: The Secret Weapon of Effective Business Leaders taps into a powerful current in American business – the importance of trust in a business's corporate strategy. In today's environment, leaders who add the most value to their companies tend to make decisions based not on short-term financial goals, but on strongly-held values. They develop a reservoir of trust among their key

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stakeholders and use it to speak frankly as challenges arise. These leaders are inspired by an adherence to principles that form, for each of them, a platform of rock-solid values they will not violate. TRUST brings into vivid focus the characteristics that make today's leaders successful, and the principles and techniques they use to earn the confidence of employees, colleagues, customers and the public. Using dozens of interviews with top business leaders, as well as real-life anecdotes and situations, CEO and business adviser Kathy Bloomgarden offers practical recommendations that can be applied by anyone, whether a corporate CEO, an executive of a not-for-profit organization, a politician, a division president, or even an ambitious young person at the beginning of his or her career.

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Everyone has a boss. And anyone who has aspired to move up the corporate ladder knows that their relationship with those they report to is crucial. In *Managing Up* Rosanne Badowski offers a straightforward, entertaining, no-holds-barred account of what it takes to make your relationship with your boss work to your advantage, no matter where you stand in the corporate hierarchy. Told through rich, colorful anecdotes about her years spent working with one of the smartest, most demanding and dynamic business leaders of the twentieth century, legendary GE CEO Jack Welch, Badowski reveals the secrets to career success she has gleaned over the years. At heart, it's about working with the person above you to create a productive and effective partnership. Everyone is a manager, in one way or another, Badowski points out. She discusses first-hand what it's like to have

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to be a mind reader, to anticipate the future, to plan for the unexpected, and to perform the impossible. With refreshing candor and a hint of attitude, Badowski's advice is unlike any other. She advises us that "Impatience is a virtue," to "Have no shame," and to "Beware the too-quiet office." Having worked in one of the most challenging, high-profile corporate environments anywhere, no one knows more about prioritizing, about making decisions on behalf of your boss, about sifting through a daily barrage of data and information, about multitasking at warp speed, and exhibiting grace under fire. Ultimately, Badowski says, excelling at what you do is about a shared passion for the job. *Managing Up* is an invaluable guide for managing your career and juggling responsibilities with finesse and confidence. It should become a management bible for anyone hoping to

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From best-selling author and expert Sue France, *The Definitive Executive Assistant & Managerial Handbook* is the ultimate guide for anyone who wants to take their career development to the next level. Placing special emphasis on personal leadership development as well as practical skills, you will learn how to manage a small team, climb the career ladder to gain more responsibility, negotiate effectively and confidently manage a project. It will teach you how to recruit and induct staff, make decisions fairly and consistently, build a productive team and environment and get noticed at work. For ambitious Assistants who want to continually improve their skills, *The Definitive Executive & Managerial Handbook* is an indispensable guide, helping you to maintain your professional

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The New York Times bestseller, now updated with new material on cyber attacks, digital sovereignty, and tech in a pandemic. From Microsoft's president and one of the tech industry's broadest thinkers, a frank and thoughtful reckoning with how to balance enormous promise and existential risk as the digitization of everything accelerates. "A colorful and insightful insiders' view of how technology is both empowering and threatening us. From privacy to cyberattacks, this timely book is a useful guide for how to navigate the digital future." —Walter Isaacson
Microsoft president Brad Smith operates by a simple core belief: When your technology changes the world, you bear a responsibility to help address the world you have helped create. In *Tools and*

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Weapons, Brad Smith and Carol Ann Browne bring us a captivating narrative from the top of Microsoft, as the company flies in the face of a tech sector long obsessed with disruption as an end in itself, and in doing so navigates some of the thorniest issues of our time—from privacy to cyberwar to the challenges for democracy, far and near. As the tumultuous events of 2020 brought technology and Big Tech even further into the lives of almost all Americans, Smith and Browne updated the book throughout to reflect a changed world. With three new chapters on cybersecurity, technology and nation-states, and tech in the pandemic, *Tools and Weapons* is an invaluable resource from the cockpit of one of the world's largest tech companies.

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