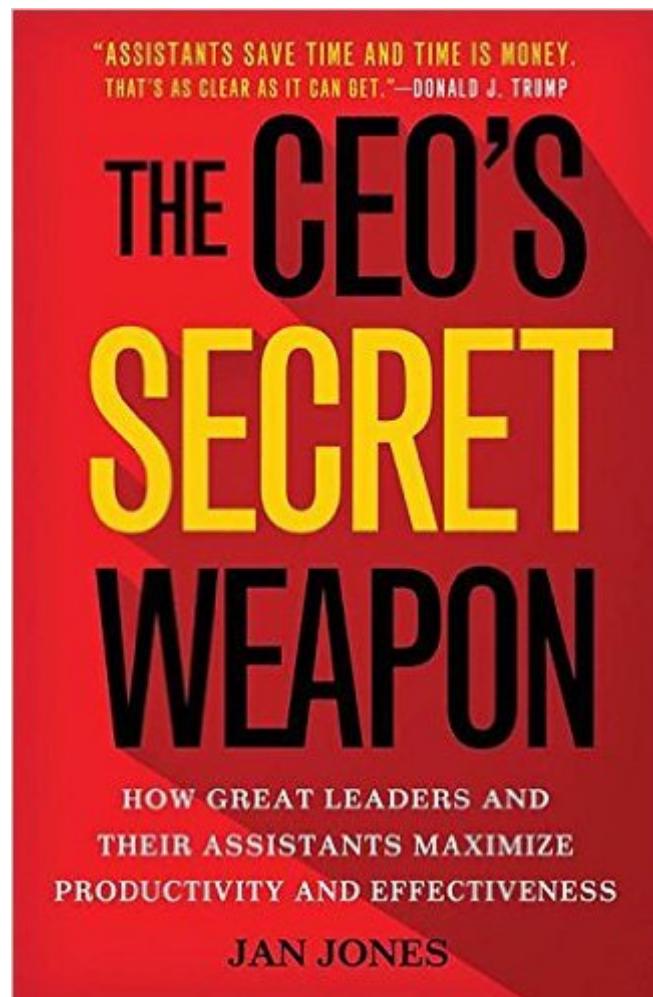


The book was found

The CEO's Secret Weapon: How Great Leaders And Their Assistants Maximize Productivity And Effectiveness



Synopsis

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.

Book Information

Hardcover: 219 pages

Publisher: Palgrave Macmillan; 1st ed. 2015 edition (September 29, 2015)

Language: English

ISBN-10: 1137444231

ISBN-13: 978-1137444233

Product Dimensions: 6.2 x 0.9 x 9.6 inches

Shipping Weight: 1.6 pounds (View shipping rates and policies)

Average Customer Review: 4.9 out of 5 starsÂ Â See all reviewsÂ (8 customer reviews)

Best Sellers Rank: #222,648 in Books (See Top 100 in Books) #51 inÂ Books > Business & Money > Processes & Infrastructure > Office Management #241 inÂ Books > Textbooks > Business & Finance > Human Resources #675 inÂ Books > Textbooks > Business & Finance > Management

Customer Reviews

Jan, who is absolutely the right person to write this book, really gives us CEO's a roadmap. As someone who's founded four international companies, and run three of them, I realize how much the "right hand person" to a CEO can help - or hold back. It blows me away how some biz leaders have assistants who aren't effective. Also it made me realize how much I didn't know about the process. Jan is really great how she outlines the whole process - from the benefits, to figuring out what you want, hiring, and onboarding. THANKS on behalf of me and other biz leaders out here Jan!

I believe this book hits the nail on the head! I'm an executive assistant and I believe it's important for executives to understand the value of their assistant, and to utilize their value to the fullest extent possible. If the assistant is any good, he/she will want that!

Loved this book. It helped me a great deal, as an assistant to read from the standpoint of my boss. I used a lot of these tools in my interviews and landed my dream job. A great tool for anyone in this profession, I highly recommend it.

The benefits of employing an EA have been long overlooked and Jan Jones book is overdue, especially for business owners looking to expandâ |Accessible enough small business owners, yet aspirational too, Jones delves into a world we are rarely are privy too (interviewing Richard Branson, Dan Kennedy & Donald Trump), and delivers a candid insight into what makes such powerful organisationâ ™s cogs turn. It was particularly interesting to discover how the elite 1% of business leaders attribute part of their success and efficiency in their business to their assistant. Our company runs master classes for entrepreneurs and business coaching for smaller companies, one of our first points of call is to recommend a specific type of assistant. Itâ ™s fantastic to see somebody articulating this as Jan does, with clear concise instructions for business owners to follow. This book is a useful resource and a great point of reference - an invaluable tool for small as well as large business owners on identification and recruitment of excellent EAâ ™s. Itâ ™s useful to have a clear differentiate between traditional secretarial roles and what skills Jones says we should grow to expect from PAâ ™s/EAâ ™s, and itâ ™s especially interesting to read her advice on wayâ ™s execâ ™s and assistants can nurture their relationship. Weâ ™re buying this book as an aspirational tool for a few of our colleagues in similar â ^assistant typeâ ™ roles as itâ ™s got a lot of practical advice for career advancement. A few of our entrepreneurs who would benefit from hiring an EA are also be getting a copy as a â ^new year resolutionâ ™ gift! We, as I'm sure many others, will be using it as a training manual from now on!

[Download to continue reading...](#)

The CEO's Secret Weapon: How Great Leaders and Their Assistants Maximize Productivity and Effectiveness Virtual Assistant: 101- How to Effectively Outsource Tasks to Virtual Assistants to Maximize your Productivity (Outsourcing, Virtual Assistant) Multiply Yourself: Increase Your Productivity & Profits Using Virtual Assistants DIY Projects: Save Time & Money Maintaining Your Home With Simple DIY Household Hacks, Home Remedies: Increase Productivity & Save Time with Frugal Living ... And Organizing, Increase Productivity) Time Management: Guide to Time Management Skills, Productivity, Procrastination and Getting Things Done (time management, procrastination, productivity, ... successful people, efficiency, schedule) The Machine That Changed the World: The Story of Lean Production-- Toyota's Secret Weapon in the Global Car Wars That Is Now Revolutionizing World Industry The Power of Leveraging the Charitable Remainder Trust: Your Secret Weapon Against the War on Wealth Great Disciples of the Buddha: Their Lives, Their Works, Their Legacy (Teachings of the Buddha) Academic Leadership and Governance of Higher Education: A Guide for Trustees, Leaders, and Aspiring Leaders of Two- and Four-Year Institutions

How to Build Network Marketing Leaders Volume Two: Activities and Lessons for MLM Leaders Advanced Unix Shell Scripting: How to Reduce Your Labor and Increase Your Effectiveness Through Mastery of Unix Shell Scripting and Awk Programming Civil War Infantry Tactics: Training, Combat, and Small-Unit Effectiveness The Power of Business Process Improvement: 10 Simple Steps to Increase Effectiveness, Efficiency, and Adaptability Seven Prayers That Can Change Your Life: How to Use Jewish Spiritual Wisdom to Enhance Your Health, Relationships, and Daily Effectiveness The Dialectical Behavior Therapy Skills Workbook: Practical DBT Exercises for Learning Mindfulness, Interpersonal Effectiveness, Emotion Regulation & ... Tolerance (New Harbinger Self-Help Workbook) The 8th Habit: From Effectiveness to Greatness The 8th Habit: From Effectiveness to Greatness by Stephen R. Covey (April 1 2012) The Secret: What Great Leaders Know and Do 2017 Great Quotes from Great Leaders Boxed Calendar 2016 Great Quotes from Great Leaders Boxed Calendar

[Dmca](#)