

The Ceo S Secret Weapon How Great Leaders And Their Assistants Maximize Productivity And Effectiveness

"Peggy Grande's memoir is the book to read on Ronald Reagan's post-presidential years.... Among the most unique and touching [books] ever done on the man... Wonderful."--The American Spectator In *The President Will See You Now*, devoted Reagan insider Peggy Grande shares behind-the-scenes stories, intimate moments, and insights into one of America's most beloved presidents. Grande, who started in the Office of Ronald Reagan as a college student and earned her way into a coveted role as the president's Executive Assistant, offers an unparalleled perspective on the post-presidency of a political icon. Grande's stories and never-before-seen photos show a unique, private side to a public figure and leader who reshaped conservatism, ushered in an era of prosperity, and helped spur the end of the Cold War. Grande reveals what day-to-day life was like in Reagan's California office, including the former president's relationship with the First Lady and his interactions with friends, world leaders, and everyday Americans. Grande recalls how Reagan kept a vigorous schedule for years after he left the White House, his robust engagement with others, and ongoing political advocacy. Despite his eventual Alzheimer's diagnosis, Grande shows how Ronald Reagan remained true to core beliefs, his gentlemanly kindness, and his undying hope for his country. Today the Reagan legacy looms over American politics more than ever. Grande reminds readers why: When Ronald Reagan was president, we not only loved ourselves but also loved America, and the American values he represented: faith, optimism, and patriotism.

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, 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?

Executive Assistants Wanting to Shine. Look No Further! Imagine waking up to a world rich in opportunity. Picture yourself being the right hand of a global trailblazer. Envision winning acclaim as the rockstar of your profession. Reading "*Jewel in the LEADER'S CROWN*" can help open up this world for you. Discover proven strategies to become a standout gem from author Ruth Mead's 25+ years working alongside senior leaders of top FTSE 100 & Fortune 500 companies in the UK, Europe and North America including PepsiCo, McDonald's, MmO2 plc and BMO Financial Group. **TIRED OF LACKLUSTRE? THIS IS YOUR TIME TO SHINE.** Scroll up and add to cart now.

In this book, Joan Burge, the pioneer of administrative excellence exposes the game-changing truths and unwritten rules you need to know in order to maximize your potential. Joan shares never before revealed career stories and life lessons that will

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teach you how to master your craft and triumph in today's business environment.

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.

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 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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A manager's guide to hiring the right employees introduces the practical and effective **A Method for Hiring**, which draws on the expertise of hundreds of high-level executives to present a simple, easy-to-follow program to guarantee hiring success. 50,000 first printing.

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 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.

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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 get ahead in their profession.

Helps you learn how to embrace innovative thinking that makes you invaluable to your boss, your co-workers and your company.

This is a valuable handbook for anyone in the administrative or secretarial professions. It is rare for us to find information that can make a difference both in our professional careers and personal relationships in one easy-to-read book. Filled with thoughtful questions and answers, this book leads the readers on an exciting and well laid out journey to understanding what it takes to support their executive while rising to the top and reaching their career goals.

Discusses how to create a platform and build an audience using social media technologies.

Learn how to use Authority Marketing(R) to build thought leadership and dominate your competition by playing a game no one else knows is being played with this ground-breaking book! Are you the Authority in your field? Are you recognized as a stand-out thought leader, a published author, a keynote speaker, or a media personality? Are you viewed as a commodity? A hard-working expert who is a commodity and has to compete on every level, including price? One thing is for certain: Authority doesn't just happen; Authority is built through a systematic process called the Authority Marketing System. But how can you make this shift in an environment that is noisier and more crowded than ever before? If you are an entrepreneur, CEO, or professional who is frustrated with the traditional approach to marketing and wants to grow your business and make a bigger impact, this book will show you how to use the Authority Marketing System to create a clear and trackable blueprint to shift yourself from a commoditized expert to a highly visible Authority. In this book you will learn: - What Authority Marketing is and how to use it to grow your business - The 7 Pillars of Authority Marketing - How others have used Authority Marketing to create unimaginable success - Why thought leadership is your most important secret weapon Authority Marketing isn't about ego or attention--it's about accelerating the speed of trust so you are viewed not as an expert with something to sell, but as a thought leader with important insight to teach. Start growing your Authority today!

Rework shows you a better, faster, easier way to succeed in business. Most business books give you the same old advice: Write a business plan, study the competition, seek investors, yadda yadda. If you're looking for a book like that, put this one back on the shelf. Read it and you'll know why plans are actually harmful, why you don't need outside investors, and why you're better off ignoring the competition. The truth is, you need less than you think. You don't need to be a workaholic. You don't need to staff up. You don't need to waste time on paperwork or meetings. You don't even need an office. Those are all just excuses. What you really need to do is stop talking and start working. This book

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shows you the way. You'll learn how to be more productive, how to get exposure without breaking the bank, and tons more counterintuitive ideas that will inspire and provoke you. With its straightforward language and easy-is-better approach, Rework is the perfect playbook for anyone who's ever dreamed of doing it on their own. Hardcore entrepreneurs, small-business owners, people stuck in day jobs they hate, victims of "downsizing," and artists who don't want to starve anymore will all find valuable guidance in these pages.

Tap into the rise of the conscious consumer. Activate your brand's purpose and turn it into meaningful action, to show your customers what you truly stand for. 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 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 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.

Real-life tools and advice for every administrative professional

Matt Mochary coaches the CEOs of many of the fastest-scaling technology companies in Silicon Valley. With The Great CEO Within, he shares his highly effective leadership and business-operating tools with any CEO or manager in the world. Learn how to efficiently scale your business from startup to corporation by implementing a system of accountability, effective problem-solving, and transparent feedback. Becoming a great CEO requires training. For a founding CEO, there is precious little time to complete that training, especially at the helm of a rapidly growing company. Now you have the guidance you need in one book.

From a Pulitzer Prize-winning investigative reporter at The New York Times comes the troubling story of the rise of the processed food industry -- and how it used salt, sugar, and fat to addict us. Salt Sugar Fat is a journey into the highly secretive world of the processed food giants, and the story of how they have deployed these three essential ingredients, over the past five decades, to dominate the North American diet. This is an eye-opening book that demonstrates how the makers of these foods have chosen, time and again, to double down on their efforts to increase consumption and profits, gambling that consumers and regulators

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would never figure them out. With meticulous original reporting, access to confidential files and memos, and numerous sources from deep inside the industry, it shows how these companies have pushed ahead, despite their own misgivings (never aired publicly). Salt Sugar Fat is the story of how we got here, and it will hold the food giants accountable for the social costs that keep climbing even as some of the industry's own say, "Enough already."

Machiavellians are few in number in IT. The massive pressure on CIOs continues to increase as the opportunities to use technology in business become more prevalent and more competitive. As CIOs often find themselves at the center of business conflict, they must not only familiarize themselves with Machiavellian tactics as a defensive weapon, but also learn to use them as an offensive weapon in extreme situations so that they can increase IT's contribution to their enterprises. As Italian political philosopher Niccolo Machiavelli implied, you're either predator or prey, and the animal you most resemble determines your position on the food chain. In *The Wolf in CIO's Clothing* Gartner analyst and author Tina Nunno expands on Machiavelli's metaphor, examining seven animal types and the leadership attributes of each. Nunno posits the wolf -- a social animal with strong predatory instincts -- as the ideal example of how a leader can adapt and thrive. Technology may be black and white, but successful leadership demands an ability to exist in the grey. Drawing on her experience with hundreds of CIOs, Nunno charts a viable way to master the Machiavellian principles of power, manipulation, love, and war. Through compelling case studies, her approach demonstrates how CIOs and IT leaders can adjust their leadership styles in extreme situations for their own success and that of their teams.

"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.

Do you want to boost your people skills to easily build rapport with anyone? Or just avoid uncomfortable misunderstandings and awkward situations. If you (1) have trouble speaking so others listen and respect you, and (2) never know what to say or how to act around new people, that feeling of dread and despair isn't something you have to live with. Learning People Tactics is your key to social intelligence and better relationships. Discover exactly what enables someone to call themselves a "people person." People Tactics is a book of action that allows you to truly understand others and speak their language. You'll learn how to apply great charm to make new friends and engage old ones. It will fundamentally change your mindset on how to approach people and give you the specific words and phrases to do it. People will listen when you speak because you'll always know what to say and how to say it. Whether it's winning at work politics, making new friends, or strengthening current relationships, people skills are your quickest and surest route to success - no matter the situation. Why listen to me? Because over 100,000 people around the world have bought my books on this topic, and I teach it for a living! How will you learn to dodge, duck, and handle any situation? The huge flaw of the Golden Rule we've been taught since childhood. The toxic, anti-social habits you are probably doing every day. What secondary self-interests are and why they are the key to smooth interactions. How to increase emotional intelligence and understanding. As well as: Specific people tactics for the workplace and social situations. The centuries-old theory of how to connect better with people. Whether you are a member of the Belief Police. How is life as a modern Dale Carnegie and captivating presence? People tactics and skills allow you to take charge anywhere you are and with any group of people. Are you leading them in the office? Or just mingling at a networking event or party? What about just hanging out and relaxing at your friend's place? No matter where, you'll be able to fluid interact with others, make them laugh, and talk to them on a deeper level. Your relationships will improve greatly, and you'll never allow people to feel awkward or uncomfortable. Learn to handle and deal with any situation

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and person. For social intelligence and seamlessly blending in anywhere, click the BUY NOW button at the top right of this page!"

An essential office tool for every assistant, this fun and practical guide is guaranteed to help readers get from the cubicle to the corner office. Drawing on her experience as personal and executive assistant to George Stephanopoulos during Bill Clinton's presidential campaign and first term, Heather Beckel offers straightforward advice on how to dazzle them now to get ahead later. With clarity and wit, Beckel guides readers from their first day to becoming a manager, intermingling her real-life experiences from the office of all offices-The White House. Whether it's developing organizational strategies or a painful lesson in discretion, Heather Beckel has been there. Chapters include When Your Boss is a Jerk Give Good Phone Getting Personal with Your Boss Be a Manager and Know Your Universe and much more.

Praise for *The Work of Leaders* "The Work of Leaders is a bright gem of a book. In a crystal clear and to-the-point style, the authors make leadership instantly accessible with a memorable model, rock solid fundamentals, original research, compelling stories, and highly practical tips for putting the principles to immediate use. There are invaluable lessons on every page, and you'll enjoy discovering each one. We highly recommend *The Work of Leaders* to anyone who aspires to make extraordinary things happen in organizations." —JIM KOUZES & BARRY POSNER, authors of the bestselling *The Leadership Challenge*® "Clear, distinctive, intuitive, and deeply researched, *The Work of Leaders* gives every reader not only several 'a-ha!' moments, but smart, meaningful suggestions for changing the way we all lead." —ELAINE BIECH, author of *The Business of Consulting* "The authors have indeed done their homework! Their combined expertise and engaging writing gives their readers a one-stop shop for understanding and improving the way we lead. Bravo!" —BEVERLY KAYE, coauthor of *Love 'Em or Lose 'Em* "The Work of Leaders shows you how to create a thriving organization by setting a vision and then collaborating with your people to guide your company to success. It is the strategic tool you need to move your business forward, with imaginative writing and a practical approach you can use right away." —TOM MCKEE, CEO, The Ken Blanchard Companies "Anyone who is in a leadership position or is responsible for evaluating leaders should make this book a must-read. Collectively, the book's authors are unique in their knowledge, background and ability, which is what distinguishes this great piece of work from others of its kind." —SIDNEY FELTENSTEIN, former CEO, Yorkshire Global Restaurants

AN INSTANT NEW YORK TIMES BESTSELLER! "Honest, timely, and completely thrilling." —Reese Witherspoon (Reese's Book Club x Hello Sunshine book pick) "Part page-turning thriller, part smart examination of the #MeToo movement, part feminist rallying cry...Whisper Network is the satisfying "beach read" we've earned." —The Daily Beast

Sloane, Ardie, Grace, and Rosalita have worked at Truviv, Inc. for years. The sudden death of Truviv's CEO means their boss, Ames, will likely take over the entire company. Each of the women has a different relationship with Ames, who has always been surrounded by whispers about how he treats women. Those whispers have been ignored, swept under the rug, hidden away by those in charge. But the world has changed, and the women are watching this promotion differently. This time, when they find out Ames is making an inappropriate move on a colleague, they aren't willing to let it go. This time, they've decided enough is enough. Sloane and her colleagues' decision to take a stand sets in motion a catastrophic shift in the office. Lies will be uncovered. Secrets will be exposed. And not everyone will survive. All of their lives—as women, colleagues, mothers, wives, friends, even adversaries—will

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change dramatically as a result. "If only you had listened to us," they tell us on page one of Chandler Baker's *Whisper Network*, "none of this would have happened." "Exciting and sprinkled with razor-sharp insights about what it is to be a woman today, *Whisper Network* is a witty and timely story that will make you cheer for sisterhood."—Liv Constantine, USA Today bestselling author of *The Last Mrs. Parrish*

#1 NEW YORK TIMES BESTSELLER • A memoir of leadership and success: The executive chairman of Disney, Time's 2019 businessperson of the year, shares the ideas and values he embraced during his fifteen years as CEO while reinventing one of the world's most beloved companies and inspiring the people who bring the magic to life. **NAMED ONE OF THE BEST BOOKS OF THE YEAR BY NPR** Robert Iger became CEO of The Walt Disney Company in 2005, during a difficult time. Competition was more intense than ever and technology was changing faster than at any time in the company's history. His vision came down to three clear ideas: Recommit to the concept that quality matters, embrace technology instead of fighting it, and think bigger—think global—and turn Disney into a stronger brand in international markets. Today, Disney is the largest, most admired media company in the world, counting Pixar, Marvel, Lucasfilm, and 21st Century Fox among its properties. Its value is nearly five times what it was when Iger took over, and he is recognized as one of the most innovative and successful CEOs of our era. In *The Ride of a Lifetime*, Robert Iger shares the lessons he learned while running Disney and leading its 220,000-plus employees, and he explores the principles that are necessary for true leadership, including:

- **Optimism.** Even in the face of difficulty, an optimistic leader will find the path toward the best possible outcome and focus on that, rather than give in to pessimism and blaming.
- **Courage.** Leaders have to be willing to take risks and place big bets. Fear of failure destroys creativity.
- **Decisiveness.** All decisions, no matter how difficult, can be made on a timely basis. Indecisiveness is both wasteful and destructive to morale.
- **Fairness.** Treat people decently, with empathy, and be accessible to them. This book is about the relentless curiosity that has driven Iger for forty-five years, since the day he started as the lowliest studio grunt at ABC. It's also about thoughtfulness and respect, and a decency-over-dollars approach that has become the bedrock of every project and partnership Iger pursues, from a deep friendship with Steve Jobs in his final years to an abiding love of the Star Wars mythology. "The ideas in this book strike me as universal" Iger writes. "Not just to the aspiring CEOs of the world, but to anyone wanting to feel less fearful, more confidently themselves, as they navigate their professional and even personal lives."

The Godmother of Silicon Valley, legendary teacher, and mother of a Super Family shares her tried-and-tested methods for raising happy, healthy, successful children using Trust, Respect, Independence, Collaboration, and Kindness: **TRICK.** Esther Wojcicki--"Woj" to her many friends and admirers--is famous for three things: teaching a high school class that has changed the lives of

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thousands of kids, inspiring Silicon Valley legends like Steve Jobs, and raising three daughters who have each become famously successful. What do these three accomplishments have in common? They're the result of TRICK, Woj's secret to raising successful people: Trust, Respect, Independence, Collaboration, and Kindness. Simple lessons, but the results are radical. Wojcicki's methods are the opposite of helicopter parenting. As we face an epidemic of parental anxiety, Woj is here to say: relax. Talk to infants as if they are adults. Allow teenagers to pick projects that relate to the real world and their own passions, and let them figure out how to complete them. Above all, let your child lead. How to Raise Successful People offers essential lessons for raising, educating, and managing people to their highest potential. Change your parenting, change the world.

"Secrets of the Extraordinary Executive Assistants" will teach you my magic and winning formula. Do you want to be portrayed as the committed, detailed-oriented, efficient, fearless, and go-getter by your boss and peers? By using these components, you will learn how to skyrocket your results at the office. This book is a guide for both seasoned and aspiring Executive Assistants. Throughout the reading, you will come across some of the mistakes I made during my career. Thanks to those mistakes to which I found solutions and I am sharing them with you. Never give up, learn by your mistakes. If you want to succeed, show your boss your high level of commitment. Express positive feelings towards the organization you are working for. Do not let yourself get intimidated by other Executives or even by your peers. Always remember that you are stronger than you imagine. At the end of the day, all you have to do is to believe in yourself, be happy and confident. At work, in your handbag, on your bedside, it is worth having a copy of my book.

How do the best leaders navigate complexity in today's business? They use a chief of staff. Tyler Parris interviewed scores of CEOs, board members, chiefs of staff, and HR execs globally and wrote Chief of Staff: The Strategic Partner Who Will Revolutionize Your Organization to help leaders create the role, make it successful, and evolve it.

Through a mix of personal stories, lessons learned, and best practices, the author offers insights on becoming an emotionally intelligent, highly effective personal assistant.

Ask better questions, and you will get better results. Top business coach Mark Moses has identified four critical questions every business leader should explore on their journey to business and life success. Called The Make Big Happen Questions, they are: 1. What do you want? 2. What do you have to do? 3. What could get in the way? 4. How do you hold yourself accountable? Mark explains how these questions are the foundation of every fast-growing profitable business and how answering them in the right way can lead to exceptional results. With over thirty years of entrepreneurial and business success, Mark is a leading entrepreneur and CEO coach who knows how to turn a good business and a satisfying life into a great business and an extraordinary life. No matter your

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situation, Make Big Happen! will show you how to live, work, and give BIG!" The status quo is the serial killer of great companies. Nothing is immune from the need for change, but when faced with change, most companies do one of three things: double down, endlessly strategize, or "Ostrich." But there's a fourth (and only) option. Reinvent. "Reinventionist" Joe Jackman believes there are very few flagging businesses that cannot be returned to growth and relevance, and for Joe, there is nothing better than taking a once-great brand and returning it to greatness. Jackman learned to love change early, in a home where family meetings actually produced it ("The status quo never stood a chance"). As an industrial designer, he took things apart to see how they worked and how they could be improved. As a corporate executive he gained an insider's view of how not to manage change. Now his unique firm Jackman Reinvents helps companies at a crossroads become reborn as Category of One businesses. Maggie Jacobs is passionate about driving positive change and growth for individuals, teams, executives, and organizations. 10+ years working with C-suite executives, turning the seemingly impossible into reality. Maggie has developed a philosophy that strength and resilience thru authentic communication, solution-finding-and decisive action.

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 image and achieve resounding success.

Does it feel like you work in a "red ocean filled with sharks?" Eat or be eaten. Fierce competition. Continual battling over scarce resources. What if there was another path? What if you could create your own blue oasis where profits are higher, marketing is as natural as breathing, and competition is nearly nonexistent? This nirvana can be a reality when you practice the principles of Giftology. In this unusual un-marketing resource you'll discover... *Why Giftology isn't an expense...it's an investment that can pay off with huge dividends. *How to practice Giftology on a tight budget... it's easy and very effective. *How Giftology turns existing clients into your best salespeople. *Why (and how) gifts with a relatively low value can trump something expensive. *When is the best time to send gifts? (The answer may surprise you.) *How to unleash a "Referral Factory," a small army of influencers vouching for you--no gimmicks, no catches. *Find out how Giftology can transform your supply chain. *The ten worst gifts... definitely avoid these. (This info's available in the expanded bonus resource. Just click the

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link inside! It's my gift to you.) The average person is hit with at least thirty thousand messages a day, courtesy of that "red ocean filled with sharks." Giftology neutralizes that deadly philosophy and equips you with every tool you need to make your message a priority. Every time. Get your copy today!

In his classic book, *The Five Dysfunctions of a Team*, Patrick Lencioni laid out a groundbreaking approach for tackling the perilous group behaviors that destroy teamwork. Here he turns his focus to the individual, revealing the three indispensable virtues of an ideal team player. In *The Ideal Team Player*, Lencioni tells the story of Jeff Shanley, a leader desperate to save his uncle's company by restoring its cultural commitment to teamwork. Jeff must crack the code on the virtues that real team players possess, and then build a culture of hiring and development around those virtues. Beyond the fable, Lencioni presents a practical framework and actionable tools for identifying, hiring, and developing ideal team players. Whether you're a leader trying to create a culture around teamwork, a staffing professional looking to hire real team players, or a team player wanting to improve yourself, this book will prove to be as useful as it is compelling.

The New Executive Assistant is a guide for EAs and their executives, designed to help them reconsider the EA role and look at it in a new light. The premise is simple: the more effective the EA, the more effective the executive ... and the more effective the organisation.

Learn the exact steps to scale your business without working 80 hours a week or neglecting your self-care & family. One of the biggest challenges small business owners face is the CEO Struggle. Instead of focusing solely on revenue as the driver of growth, small business owners must create a blueprint to scale their business & quality of life.

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