

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

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.

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.

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 Niccolò 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 Garner analyst and author Tina Nummo expands on Machiavelli's metaphor, examining seven animal types and the leadership attributes of each. Nummo posits the wolf -- a social animal with strong leadership styles in extreme situations for their own success and that of their machi.

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.

The New Executive Assistant is a guide for EAs and their executives, designed to help them receive 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 organization.

How Great Leaders and Their Assistants Maximize Productivity and Effectiveness

How to Harness the Power of Movements to Transform Your Company

Get Noticed in a Noisy World

Exceptional Executive Office Management

Administrative Assistant and Secretary's Handbook

Building a Civilized Workplace and Surviving One That Isn't

The Secret Weapon of Effective Business Leaders

The Leader Assistant: Four Pillars of a Confident, Game-Changing Assistant

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 a professional assistant 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. This handbook for administrative assistants and secretaries covers such topics as telephone usage, keeping accurate records, making travel arrangements, e-mail, using the Internet, business documents, and language usage.

From USA TODAY bestselling author Jules Bennett. Feel the drama and passion in the Dynasties: Seven Sins series! Revenge has never been hotter--until desire burns away their deceptions... Will she be his ruin...or his redemption? Chase Hargrove is on a mission to take down the company that destroyed his family...by becoming its CEO. Loyal Black Crescent employee Haley Shaw is his unwitting secret weapon. As their shared passion for her, he gets careless. With his hidden motives exposed, will he lose everything--even Haley? Or will the tables turn when he learns she has hidden motives of her own...? Harlequin Desire: Luxury, scandal, desire--welcome to the lives of the American elite. One man's betrayal can destroy generations. Fifteen years ago, a hedge-fund hotshot vanished with billions, leaving his three preteens abandoned and his family in shambles. Now seven heirs, shaped by his betrayal, must reckon with the sins of the past. Passion may be their only path to redemption. Experiences All Seven Sins! DYNASTIES: SEVEN SINS Book 1: Ruthless Pride by Naima Simone This CEO's pride led him to give up his dreams for his family. Now he's drawn to the woman who threatens everything... Book 2: Forbidden Lust by Karen Booth He's always resisted his lust for his best friend's sister--until they're stranded together in paradise... Book 3: Insatiable Hunger by Yahrah St. John His unbridled appetite for his closest friend is unleashed when he believes she's fallen for the wrong man... Book 4: Hidden Ambition by Jules Bennett Ambition has taken him far, but revenge could cost him his one chance at love... Book 5: Reckless Envy by Joss Wood When this shark in the boardroom meets the one woman he can't have, envy takes over... Book 6: Untamed Passion by Cat Schield Will this black sheep's self-destructive wrath flame out when he's expecting an heir of his own? Book 7: Slow Burn by Janice Maynard If he's really the idle playboy his family claims, will his inaction threaten a reunion with the woman who got away?

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 unadorned business -- no fluff discussion... "Why Giftology? It's an investment that can pay off in huge dividends. "How to practice Giftology on a tight budget... it's easy and very effective. "Giftology turns existing clients into low value best salespeople. "Why (and how) gifts with a low value can trump something expensive. "What 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 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!

Take charge of your career and create a life full of learning, adventure, joy, and success utilizing these never-before-shared leadership principles Ann Hiatt learned working alongside the world's top tech CEOs--Google's Eric Schmidt, Amazon's Jeff Bezos, and Yahoo!'s Marissa Mayer. Whether you're stuck in your current job, starting your first job and wondering how you can use it as a steppingstone towards your dream career, or mid-career and wanting to finally be recognized for promotion or a leadership role, this book is for you. For the first time, Ann Hiatt shares both the daily habits and long-game strategies she learned working side-by-side for decades with the giants of technology at Amazon and Google.

Through clear guidance and incredible stories, Bet on Yourself will teach you: How to define your abilities and speak up so that you can be recognized for the work that you do and the unique capabilities you bring to the table. How to create opportunities for yourself when options appear limited and build a purposeful career regardless of your seniority or industry. What it takes to build the confidence you need to build your dream career. How to exchange your frustration over not getting the recognition you deserve for an abundance of action steps taking control of your professional identity and get promoted. These tried-and-true methods to take ordinary opportunities and create something extraordinary, and the leadership principles that guide the work of these celebrity CEOs, are directly applicable to your goals. With a few consistent, daily habits you can build a future that exceeds your wildest expectations. No matter the

How to Get from a Grunt Job to a Great Career

Where was God at 9:02 A.m.?

How Vision, Alignment, and Execution Will Change the Way You Lead

Trust

The Making of a Manager

The No Asshole Rule

Uncertainty, Chaos, and Luck--Why Some Thrive Despite Them All

The CEO's Secret Weapon

**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 "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 potential for a 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?**

"Miraculous stories of faith and love from Oklahoma City"--Cover subtitle.

**WALL STREET JOURNAL, LOS ANGELES TIMES, AND USA TODAY BESTSELLER • Anyone—even you!—can learn how to harness the power of humor in business (and life), based on the popular class at Stanford's Graduate School of Business. Don't miss the authors' TED Talk, "Why great leaders take humor seriously," online now. "The ultimate guide to using the magical power of funny as a tool for leadership and a force for good."—Daniel H. Pink, #1 New York Times bestselling author of When and Drive We are living through a period of unprecedented uncertainty and upheaval in both our personal and professional lives. So it should come as a surprise to exactly no one that trust, human connection, and mental well-being are all on the decline. This may seem like no laughing matter. Yet, the research shows that humor and laughter are among the most valuable tools we have at our disposal for strengthening bonds and relationships, diffusing stress and tension, boosting resilience, and performing when the stakes are high. That's why Jennifer Aaker and Naomi Bagdonas teach the popular course "Humor in Business" at Stanford. In this book, they get candid about how they use humor in their work and lives. In Humor, Seriously, they draw on findings by behavioral scientists, workplace comedians, and inspiring business leaders to reveal how humor works and—more important—how you can use more of it, better. Aaker and Bagdonas unpack the theory and application of humor: what makes something funny, how to mine your life for material, and simple ways to identify and leverage your unique humor style. They show how to use humor to rebuild vital connections; appear more confident, competent, and authentic at work; and foster cultures where levity and creativity can thrive. President Dwight David Eisenhower once said, "A sense of humor is part of the art of leadership, of getting along with people, of getting things done." If Dwight David Eisenhower, the second least naturally funny president (after Franklin Pierce), thought humor was necessary to win wars, build highways, and warn against the military-industrial complex, then you might consider learning it too.**

**Michael Hyatt, one of the top business bloggers in the world, provides down-to-earth guidance for building and expanding a powerful platform. To be successful in the market today, you must possess two strategic assets: a compelling product and a meaningful platform. In this step-by-step guide, Michael Hyatt, former CEO and current Chairman of Thomas Nelson Publishers, takes readers behind the scenes, into the new world of social media success. He shows you what best-selling authors, public speakers, entrepreneurs, musicians, and other creatives are doing differently to win customers in today's crowded marketplace. Hyatt speaks from experience. He writes one of the top 800 blogs in the world and has more than 100,000 followers on Twitter. He shares how he built and growing platform serves as the foundation for his successful writing, speaking, and consulting practice. In Platform, Hyatt will teach readers not only how to extend their influence, but also how to monetize it and build a sustainable career. The key? By building platform. It has never been easier, less expensive, or more possible than right now... The book includes: proven strategies easy-to-replicate formulas practical tips Social media technologies have changed everything. Now, for the first time in history, non-celebrities can get noticed-and win big!-in an increasingly noisy world. Endorsements: "I've known Michael Hyatt for more than a decade, and during that time I've seen him master just about every social media platform that's hit the scene. He's used blogging, Facebook, Twitter and more to expand his personal platform from a successful book publisher to a leading national brand of hisown. Trust me, this guy knows what he's talking about-so pay attention!"-DAVE RAMSEY,New York Times Best-selling Author,Host, "The Dave Ramsey Show" "A generous book from a man who knows what he's talking about.Michael Hyatt has built a platform, and you can too."-SETH GODIN,New York Times Best-selling Author,We Are All Weird "Platform is absolutely essential to delivering value. As a big fanof Michael Hyatt, I'm excited he's sharing this with you. Your job? Learn aboutthis and implement it. Your success depends on it."-CHRISBROGAN,President, Human Business Works,New York Times Best-selling Author "Michael Hyatt is the authority on creating aplatform in our crowded world, and Platform is the definitive,step-by-step guide to building a platform from the ground up. If you're longingto become a true influencer in this world, Hyatt can teach you how. With Platform,Hyatt's done the near-impossible: create a guide even more useful thanhis wildly popular blog!"-CLAIRE DIAZ ORTIZ,SocialInnovation,Twitter, Inc. "I have watched Michael Hyatt build his own platform from the groundup to become one of the largest in the world. And he has done so with thestrategies and tips he outlines in this very practical book. Any author,speaker, or small business owner who is looking to get the attentionand visibility they want, needs to read this book."-JOHN C. MAXWELL,New York Times Best-sellingAuthor and Leadership Expert "Michael Hyatt is a pioneer in social media who is now generouslysharing his "secrets" with those of us who have been marveling at his successfor many years. Whether you are a seasoned writer, blogger, speaker and socialmedia enthusiast, or just now starting out, this book will help you take thaxnext step and begin to build a platform of your own."-DAN T.CATHY,President & COO, Chick-fil-A, Inc. "In today's world, having an idea isn't enough to land a book record deal, get a movie made or find funding for your startup. You needa platform: A connected following that's ready to try, buy and spread the word.Finally, in a single book, the**

**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.**

**Rework**

**Personal Strategies to Achieve Your Career Aspirations**

**The President Will See You Now**

**Chief Of Staff**

**What to Do When Everyone Looks to You**

**Activate Brand Purpose**

**A Business Leader's Guide to Working with Designers**

**Why Humor Is a Secret Weapon in Business and Life (And how anyone can harness it. Even you.)**

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. "Reinventonist" 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 relevant as Category of One businesses.

**WINNER: PA Voice 2015 - Best Book for a PA 1st edition** We live in a world of work profoundly disrupted by artificial intelligence, machine learning and COVID-19, the role of the executive assistant is changed forever. Learn how to respond to these challenges and help create "the better normal" while developing the leadership skills necessary to thrive in a senior administrative position. From bestselling author and expert Sue France, The Definitive Executive Assistant & Managerial Handbook is the ultimate guide to management in the context of an administrative role. Placing an emphasis on both personal leadership and practical skills, this new edition of the award-winning book teaches readers to manage a team, develop the emotional intelligence to understand their colleagues, negotiate effectively and confidently manage a project. Equipped with these tools, readers will be ready to steer their teams to organizational success in any situation. With new sections on best practice for managing remote workers and building a responsible relationship with new technologies, The Definitive Executive & Managerial Handbook is an indispensable guide for both ambitious PAs aiming for promotion and senior assistants who want to improve their skills. As a leader, you've heard that design is important, and you believe it. But you may not know what you need to know about it, how to buy it, and how to manage it. This is the book for you. "The strongest companies I work with use design as their secret weapon." This short primer makes it not such a secret any more. How to leverage and lead design is still a secret to your company, buy this book. " - Jeff Patton"If you're the CEO of a technology-powered company, you owe it to your customers, your employees and your investors to learn the power and potential of professional product design. Audrey has been there since the start of the Internet and has worked with countless companies, product teams, and executive teams to leverage the value of product design." - Mary Cagan

**#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 other time in the company's history. His vision came through in 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 lowest student grid 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 his wife to his final years 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."

Learning to Love Change, and the Human How of Doing It Brilliantly

Great by Choice

The Truth You Need to Build a Big Life

Sitting on a File Cabinet, Naked, with a Gun

The Naked CEO

Scaling for Success

Hidden Ambition

Humor, Seriously

Instant Wall Street Journal Bestseller! Congratulations, you're a manager! After you pop the champagne, accept the shiny new title, and step into this thrilling next chapter of your career, the truth descends like a fog: you don't really know what you're doing. That's exactly how Julio Zhuo fell when she became a rookie manager at the age of 25. She stared at a long list of logistics--from hiring to firing, from meeting to messaging, from planning to pitching--and faced a thousand questions and uncertainties. How was she supposed to spin teamwork into value? How could she be a good steward of her reports' careers? What was the secret to leading with confidence in new and unexpected situations? Now, having managed dozens of teams spanning tens to hundreds of people, Julie knows the most important lesson of all: great managers are made, not born. If you care enough to be reading this, then you care enough to be a great manager. The Making of a Manager is a modern field guide packed every day examples and transformative insights, including: • How to tell a great manager from an average manager (illustrations included) • When you should look past an awkward interview and hire someone anyway • How to build trust with your reports through not being a boss • Where to look when you lose faith and lack the answers Whether you're new to the job, a veteran leader, or looking to be promoted, this is the handbook you need to be the kind of manager you wish you had.

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 CEO's 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.

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

Consultant Quix contends that any woman regardless of age or profession can use the business concept of a strategic plan to advance her career. Ten chapters take the reader through the various stages of creating and implementing such a plan, from reviewing assets and evaluating competitors through determining goals, checking progress, and rewarding "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.

The Office Rockstar Playbook

Who

The Strategic Partner Who Will Revolutionize Your Organization

Leadership for PAs, Executive Assistants, Senior Administrators and Office Managers

Gunfight

Giftology

The Ride of a Lifetime

The Reinventionist Mindset

A former firmers executive pulls back the curtain on America's multibillion-dollar gun industry, exposing how it festered extremism and racism, radicalizing the nation and bringing cultural division to a boiling point. As an avid hunter, outdoorsman, and conservationist--all things that the firearms industry was built on--Ryan Busee chased a childhood dream and built a successful career selling millions of firearms for one of America's most popular gun companies. But blinded by the promise of massive profits, the gun industry abandoned its self-imposed decency in favor of hardline conservatism and McCarthy-esque national policing, sowing irreparable division in our politics and society. That drove Busee to do something few other gun executives have done: he's ending his 30-year career in the industry to show us how and why we got here. Gunfight is an insider's call-out of a wild, secretive, and critically important industry. It shows us how America's gun industry shifted from prioritizing safety and ethics to one that is addicted to fear, conspiracy, intolerance, and secrecy. It recounts Busee's personal transformation and shows how authoritarianism spreads in the guise of freedom, how voicing one's conscience becomes an act of treason in a culture that demands sameness and loyalty. Gunfight offers a valuable perspective as the nation struggles to choose between armed violence or healing. Managing a high-growth organization requires both strategy and adaptability. Unfortunately, start-up founders and executives seeking to scale up to the next level find all too frequently that growth turns into chaos. Rather than laying the groundwork for the future, organizations get stuck by covering up complex problems with unsustainable band-aids and duct-tape fixes, implementing anecdote-based solutions from the latest tech-industry unicorns or leadership books, and relying on their own, unproven, inexperienced managers. The book is the definitive guide for leaders of high-growth organizations seeking to understand and execute the people-management principles that are essential to continued success. Combining a wealth of practical experience, well-grounded academic research, and easy-to-apply frameworks, Andrew Bartlow and T. Brad Harris offer a practical toolkit that founders, functional leaders, and managers of people can use to rethink their practices to meet their organizations' needs. They help readers identify the core people-management programs and practices that are best for an organization at its current stage and size while also supporting a foundation for continued development and the capacity to adapt to inevitable surprises. Practical, actionable, and supplemented with numerous diagnostic tools and illustrative examples, Scaling for Success is a must-have playbook for organizational leaders pursuing smart and sustainable growth.

"Protests and violence. Struggles, storms, and shutdowns. Droughts and wildfires. Delta Variant on the rise. Cuba to Jakarta, Haiti to South Africa. Germany and the UK--Brazil and India. Locked up, pent up, people wanting change. As the world tilts on its axis, people are turning to leaders for help and hope, direction and decision. After all, leadership is inspiring others to believe and emboldening that belief to become reality. And that takes grace. Whether that crisis be a global pandemic, uncertainty in the state of the economy, a war, or something else, variants often look to their leaders for a sense for more than just direction. And leaders have a responsibility to deliver that "something more." They are looked to for hope, comfort, and for reassurance that whatever the crisis may be, they'll all get through it together and that all will be ok. Grace is not just something leaders should have. It's something they MUST have and never has that been more apparent than right now. In this book, Gary shares five main kinds of "grace" that are required of a leader to make his or her team feel comforted, safe, and guided in the right direction".

What Poetry Brings to Business According to Clare Morgan and her coauthors, it brings a complexity and flexibility of thinking, along with the ability to empathize and better understand the thoughts and feelings of others. Through her own experiences and many examples, Morgan demonstrates that the skills necessary to talk and think about poetry can be of significant benefit to leaders and strategists, to executives who are facing infinite complexity and who are armed with finite resources in a changing world. What Poetry Brings to Business presents ways in which reading and thinking about poetry offer businesspeople new strategies for reflection on their companies, their daily tasks, and their work environments. The goal is both to increase readers' knowledge of poems and how they convey meaning, and also to teach analytical and cognitive skills that will be beneficial in a business context. The unique combinations and connections made in this book will open new avenues of thinking about poetry and business alike. Clare Morgan is Director of Creative Writing in Oxford University's Continuing Education program. Kirsten Lange and Ted Buswick are employed by The Boston Consulting Group, an international management consulting firm, she as Managing Director of the Munich office, he as head of Oral History and Archiving. Buswick was an acquiring editor for Boston publisher Addison-Wesley and has taught high-school English.

Are you indispensable... or invaluable?Many assistants (and those in a wide variety of other roles) have traditionally considered themselves indispensable. But learning the difference between these two mindsets is crucial to your success and job security in your role as an executive administrative partner. Your position is indispensable; if you don't prove your added value to your leader and your organization, you are not. That value is reflected in the mindset, attributes and skill sets that you bring to the table. Fully understanding and demonstrating your value moves you from being considered merely "indispensable" to being truly "invaluable."In "The Invaluable Assistant" Sandy Genoux shares, directly from executives, hard-hitting tips, skills and mindsets that executive assistants need in order to stay on top of their game and help executives stay on top of theirs. Through these tips and enlightening stories and examples, you will learn how to go from being in the average position where "anyone else will do" to the enviable position where "no one else will do!"

What Poetry Brings to Business

Be a Kickass Assistant

Managing Up

True Stories of Silicon Valley CEO Assistants

The Work of Leaders

The A Method for Hiring

30+ Ways to Demonstrate Your Full Value at Work

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 KOJUZES & 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 "aha!" moments, but smart, meaningful suggestions for changing the way we all lead." EILAINÉ 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 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

The world is ever-changing in unpredictable ways. Leaders, therefore, need to constantly re-examine their assumptions of what it means to be a "great" leader as old models of leadership quickly fade into irrelevance. In short, leaders need an agile mindset. But how can leaders become agile? We need to update and disrupt past definitions of leadership. To challenge ourselves and test our relevance often. We need to recognize challenges swiftly and respond decisively, especially when our environment is volatile, uncertain, complex and ambiguous. 8 Paradoxes of Leadership Agility shows you how by describing how leaders met challenging conundrums with agility and emerged stronger, using the Re4 Coaching Model developed by Chuen Chen. This book addresses the gap between theory and practice through stories of leaders distilled into eight representational paradoxes that can occur in any culture, contexts, levels of seniority or industries. The Re4 Coaching Model, clearly illustrated in this book, helps leaders see their world with objective clarity, understand what has to be done and why. Through this coaching model, leaders gain the resolve and confidence to overcome challenges with authenticity. Through it, they integrate theoretical learning with practical steps and learn to thrive. Now you too can benefit from the Re4 Coaching Model as this book contains exercises with guiding questions you can use to navigate your paradoxes. It's time to grow and thrive.

The CEO's Secret WeaponHow Great Leaders and Their Assistants Maximize Productivity and EffectivenessSpringer 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 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 [implication 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 get ahead in their profession.

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.

8 Paradoxes of Leadership Agility

How to Forge an Effective Relationship With Those Above You

My Battle Against the Industry that Radicalized America

Wolf in Cio's Clothing

The Brains and Brawn Company: How Leading Organizations Blend the Best of Digital and Physical

The Art and Science of Using Gifts to Cut Through the Noise, Increase Referrals, and Strengthen Client Retention

The Five Graces of Leadership

How to Lead and Inspire the Real World

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. The Naked CEO's guide to achieving your dream, starting now From suspended schoolboy to disruptive CEO, Alex Malley, TheNaked CEO, has led a life rich in successes and mistakes. Throughout all he has learned a lot about what it takes to successfullybuild not only a big career, but also a big life. Gain insights from a successful CEO who's lived a big life. Beinspired by his unabashed real-life stories. Learn how to dream bigand have the courage to pursue your passions and be willing to failin that quest. Take the practical tips and apply them to your owncareer. Whether you're a student, jobseeker, professional, new to theworkforce or just stuck in a rut, this book is your guide throughthe hurdles of the career journey to a big life. As a father overseen, Alex knows that this is the perfect book for parents ormentors looking to inspire the next generation. Career-readiness is a skill that people need. It can be learnedthe hard way, after years on the job and many potentially seriousmissteps, or it can be learned ahead of time by listening to thosewho have been there. The Naked CEO helps graduates,jobseekers, and professionals learn the lessons and limit theirmistakes. Learn how to: Become a leader Successfully stand out and get noticed Harness the power of being yourself Network and create a profile Establish rapport with colleagues and turn around anunder-performing team Get organised, spot opportunities, and learn how to say no Set priorities, build confidence, learn how to delegate, andmore The Naked CEO is the truth you need to build a biglife.

"Rework" shows you a better, faster, easier way to succeed in business. 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.

The grounded, clear-sighted guide you need to blend digital and traditional business functions for long-term competitive advantage Business leaders are continually told they need to embrace digital disruption wholesale and to thrive in the 21st Century. Legacy companies, we hear, are all doomed to fail unless they double down on the latest digital innovations, and disrupt the status quo. In this book, Gary breaks down the five main kinds of "grace" that are required of a leader to make his or her team feel comforted, safe, and guided in the right direction".

What Poetry Brings to Business According to Clare Morgan and her coauthors, it brings a complexity and flexibility of thinking, along with the ability to empathize and better understand the thoughts and feelings of others. Through her own experiences and many examples, Morgan demonstrates that the skills necessary to talk and think about poetry can be of significant benefit to leaders and strategists, to executives who are facing infinite complexity and who are armed with finite resources in a changing world. What Poetry Brings to Business presents ways in which reading and thinking about poetry offer businesspeople new strategies for reflection on their companies, their daily tasks, and their work environments. The goal is both to increase readers' knowledge of poems and how they convey meaning, and also to teach analytical and cognitive skills that will be beneficial in a business context. The unique combinations and connections made in this book will open new avenues of thinking about poetry and business alike. Clare Morgan is Director of Creative Writing in Oxford University's Continuing Education program. Kirsten Lange and Ted Buswick are employed by The Boston Consulting Group, an international management consulting firm, she as Managing Director of the Munich office, he as head of Oral History

**How I Leveled Up as an Executive Assistant and Helped My CEO Build a Multibillion-Dollar Company**  
**My Stories and Lessons from Ronald Reagan's Final Years**  
**A Passionate Workplace Romance**