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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 and to their company.

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Your Team – CEO's Secret Weapon

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

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