

Sitting On A File Cabinet Naked With A Gun True Stories Of Silicon Valley Ceo Assistants

For Sandy Harbor's tastiest comfort food, venture to the Silver Bullet Diner. But head next door to the new drive-in theater if you have an appetite for murder.... Trixie Matkowski has a tall order to fill this fall. Aside from dishing out delicious fare at the Silver Bullet during peak fishing season, she's helping her friend—Antoinette Chloe Brown, or ACB for short—open a drive-in movie theater in the vacant lot beside her diner. It's just the thing to take ACB's mind off Nick, her missing biker beau. But their plans are fried after Nick's body is discovered during the groundbreaking for the drive-in. And when the police connect the murder weapon to ACB, she becomes the prime suspect in eighty-sixing Nick. With the fate of her innocent friend and her business on the line, Trixie must make the guilty party pay up before someone else gets stiffed.... Includes Delicious Home-Style Recipes!

The first three novels of the best-selling House of Hope series collected together for the first time. Sometimes you find hope in the last place you look. Gabrielle Fairbanks has lost touch with the carefree, spirited young woman she was when she married her husband sixteen years ago. But when they move

to Chicago to accommodate Philip's ambition, Gabby sees the chance to find real purpose in her own life. While walking on the shore one afternoon, a chance encounter with a homeless woman begins a life-changing journey that leads her to the doorstep of Manna House Women's Shelter. They need a Program Director—and she has the right credentials. Gabby's in her element, feeling God's call on her life at last, even though Philip doesn't like the changes he sees in her. But she never anticipated his ultimatum: quit your job at the shelter or risk divorce and losing custody of our sons. Her world both falls apart and comes together as she finds shelter, the embrace of community, the renewal of her faith . . . and the indescribable gift of hope. For everyone who loves the best-selling Yada Yada Prayer Group novels . . . The Yada Yada House of Hope series features familiar faces and places, with a fresh new life all its own.

This book offers an up-to-date and definitive explanation of how to build relationships via social media in the sales process and is a guide to encouraging sales people to embrace these revolutionary techniques. * Enlightening case studies of the use of social media in sales, including Facebook, Twitter, LinkedIn, blogging, and social bookmarking * Written with the input of contributing experts in the field of social networking, sales, communication, and consumer purchasing behavior

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* Includes ten ways to boost ROI using the "New Handshake" methods * Illustrations depicting the Tannebaum and Schmidt decision-making model, as well as screenshots from blogs, Constant Contact, Delicious, Digg, and LinkedIn * A complete bibliography serves as a handy resource guide Includes computer activities and follow-up activities. Dramatically enriches your language arts program. Follows the Madeline Hunter model for lesson development. Includes 33 complete lesson plans covering grammar, literature, writing, and more. For music and arts teachers, this book is full of useful information to help you create a great new (or renovated) arts facility. Provides success strategies for working with architects, contractors, administrators, donors, consultants, and subcontractors. Understanding the funding, design, and construction process will greatly increase your chances to cross the finish line a winner!

A tale based on the JFK assassination follows Jackie's journey from her departure for Dallas through her eventual return to the White House after the president's death and is interspersed with the stories of such characters as a motorcycle cavalcade officer, an onlooker who caught the shooting on film, and servants helping to plan the funeral. Original. BACHELORS & BABIES HOW TO CURE A CASE OF BABY FEVER Jasmine LeClerc had found the man to father her baby. Patrick O'Halloran was

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unattached, just passing through town...and in perfect physical condition. In fact, the millionaire was simply scrumptious, and Jasmine knew making a baby with Patrick would be more pleasure than business. But first she had to get him into bed. A one-night stand was not Patrick's style. But the sexy waitress served up enough passionate glances to make him change his mind. He happily invited Jasmine back to his room, and set out to fulfill both their fantasies...until Patrick learned he was the cure for Jasmine's baby fever! Bachelors and Babies: Three men get more than they ever expected when they connect with the woman of their dreams.... **BACHELORS & BABIES**

The rulers of heaven and hell are waging a war over Tony Vero. The golden boy of a powerful crime syndicate family, life is good until the Family burns him on a job gone sour. Tony's only way out is to find the Family's missing drug dealer. God sends a radical prophetic police detective and an inner-city prayer warrior to save Tony, while hell uses Tony's own criminal family, a gonzo sorcerer, and a hulking psychopath to try to kill him. Violent men- prayer warriors and brute criminals- wage the battle for his soul. Which side will win Tony's life?

What does a man really know about love?"Francis Widmer is a well-bred, beautiful, provocative young woman with a good mind. When she is raped by Harry Koslak, she decides to press charges. Her attorney father sends her to George Thomassy, as successful criminal lawyer. Thomassy, against his better judgment, involves himself in the case and finds himself attracted to Francine more than he cares to admit. Stein lays bare the unsavory, manipulative aspects of criminal

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law as he explores today's sexuality-its cruelties, hypocrisies, joys and mysteries. This fast, suspenseful, unusual love story is best seller material."-Publishers Weekly"Bound to be a success!"-The New York Times Book Review"Wonderful full of unexpected twists and breathless turns."-The Washington Post"Sure to cause a sensation a fast-moving story that reveals the dark underside of unanswered love."-Boston Herald American"Highly original. Stein gives readers what they want."-Cleveland Press"Riveting shocking so many intriguing characters, as credible as they are memorable."-King Features Syndicate"A timely, powerful story."-Library Journal

As the size and reach of the American regulatory state have grown, so have the legal structures that legislators have set in place under administrative law, including breathtaking powers of enforcement without due process. Americans like to assume that their constitutional rights take precedence and that with court supervision, there is a check on the intrusion into our lives by abusive government officials. A Court Without Justice demonstrates how wrong these assumptions are. It is a jaw-dropping revelation regarding a virtually unknown parallel universe of extra-legal law, in which lives and businesses can be – and are – ravaged while the courts turn a blind eye to the trampling of constitutional rights. The aim of this book is not merely to describe and document a particular instance of injustice, but to uncover a problem in our system of law and government and provide solutions to it.

Ardy is done. She's had it up to here. Something has to change. For better or for worse. The realization comes while she's on her hands and knees cleaning up someone's vomit. Her job sucks. A life-altering event moves her from the Midwest to the heart of the desert, where she must unravel the mysteries and oddities the desert holds. Her father, who left when she was young, had died, leaving her his home and

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pest control business in the Arizona desert. Bug business, whaaat? Ardy knows nothing about pests. What was her father thinking, or maybe like always ... he wasn't. Coincidentally, or maybe not, she develops an illness that forces her to make the move to a drier climate. Ardy hesitantly looks further into what her father left her and why he left it to her. Into her new life enters Adam, a native of the Pima tribe and her neighbor. Relationships are never easy, whether it's women or men or families. And just when you think you've got it figured out, along comes a curve, or in her case, several. Ardy realizes even though she's only been with women before, she has feelings for Adam, and ventures into uncharted territory. He smells like the wind. As secrets unfold, Ardy learns more about the legends and the curses of the desert, her deceased father, and the things that drove him and kept him there. Why did he really die? Is the curse true? Ironically, it is the bugs of the desert that save her life.

Dr. Michael Berman is a workaholic psychiatrist who prays for a God and dreams for peace. As he struggles to define his own reality and answer the questions of his lucid nightmares, Dr. Berman sees patient after patient in his office, hoping he can help them more than he can help himself. But the truth is that Dr. Berman does not always have the answers. Between his appointments with his patients—who face a wide range of problems—Dr. Berman flips on his office stereo and lies on his own couch, determined to nap his troubles away. But instead, he is plagued by visions that cause him to question everything in his life. Is he an existential pessimist? Why has he been lying to his patients lately? Is the beautiful woman he dreams about real? In this novel, a psychiatrist floats somewhere between sanity and insanity as the voice of his stereo leads him on an unstoppable path to his destiny. Robin Light was recently named one of Booklist's Top Five Lesser-Known Female Sleuths. Soon she will have outgrown

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that category. --Booklist The Only Thing She'd Endangered. .
. For Robin Light, running a pet store was a decent way to
make a living--but solving the occasional crime was much
more interesting. So when neighborhood tough kid Manuel
and his cousin Eli wandered into her shop with a wild story
about a suitcase full of smuggled Cuban cigars, Robin
couldn't resist nosing around. Was Her Life But what she
found wasn't exactly the harmless--if illegal--scam she
expected. Someone was trading in something far rarer than
exotic tobacco--something worth much more than easy cash,
to somebody who was prepared to kill for it. And when Eli's
roommate turned up dead, Robin discovered she might be
next in line. . . "This female PI ranks right up there with the
tough-guy detectives in taking her lumps and dishing them
out as well." --Library Journal "Barbara Block's Robin Light
mysteries are some of the best on the market today."
--Midwest Book Review

Reviews Treasury Dept regulation of tax-exempt foundations.
Focuses on investigation of the Americans Building
Constitutionally foundation's promotion of small foundations
as tax shelters and legality of its tax practices. Exhibits
relating to the investigation begin on p. 283. Appendix, Vol. II.
Contains IRS lists of names and addresses of approximately
30,000 tax-exempt foundations.

Times change, technology changes and with these
changes, the way in which we work inevitably
changes. The result of this particular evolution is the
virtual office. Are you ready? If you are working from
your home office, your car, a hotel or even a cabana
on the beach then this is a MUST read book.

Technology has paved the way for the non-
traditional workplace, providing the tools and

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resources to work effectively just about anywhere you choose. The conventional brick and mortar towers are no longer necessary to conduct business and as such the virtual office is becoming a popular choice for all types' of professionals, freelancers, and corporate employees. The virtual office is more viable than ever, providing you have the strategies to make it work. Being successful in a virtual office isn't just about the technology you use, it's about the mindset you have. This book merges both of these, providing all the external and internal strategies necessary for a successful virtual work environment. With the use of assessments for self exploration and practical easy to read information you will: 1) Learn key strategies to support you with balancing the work life and the home life before the two collide. 2) Design and set up a virtual office that is organized, efficient and promotes productivity, so you can get right to work, obstacle free. 3) Explore the latest in communication tools for the virtual office that will keep you in touch easily and affordably. The history of how a deceptively ordinary piece of office furniture transformed our relationship with information The ubiquity of the filing cabinet in the twentieth-century office space, along with its noticeable absence of style, has obscured its transformative role in the histories of both information technology and work. In the first in-depth history of this neglected artifact, Craig Robertson

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explores how the filing cabinet profoundly shaped the way that information and data have been sorted, stored, retrieved, and used. Invented in the 1890s, the filing cabinet was a result of the nineteenth-century faith in efficiency. Previously, paper records were arranged haphazardly: bound into books, stacked in piles, curled into slots, or impaled on spindles. The filing cabinet organized loose papers in tabbed folders that could be sorted alphanumerically, radically changing how people accessed, circulated, and structured information. Robertson's unconventional history of the origins of the information age posits the filing cabinet as an information storage container, an "automatic memory" machine that contributed to a new type of information labor privileging manual dexterity over mental deliberation. Gendered assumptions about women's nimble fingers helped to naturalize the changes that brought women into the workforce as low-level clerical workers. The filing cabinet emerges from this unexpected account as a sophisticated piece of information technology and a site of gendered labor that with its folders, files, and tabs continues to shape how we interact with information and data in today's digital world.

This book is about the author's journey over a six-year period experiencing heaven in ways she never experienced before, realizing that heaven is not limited by our human concept of heaven. If we

open our hearts and shut down our heads, we can experience heavens awesome love, support, comfort, and even humor and fun.

Book & CD-ROM. This guide provides readers with an understanding of the basic concepts of starting their own service business. This book offers a comprehensive and detailed study of the business side of pet sitting. You will learn everything from the initial start-up decisions to working with clients. If you are investigating opportunities in this type of business, you should begin by reading this book. You can build a highly successful business using your talent and understanding of animals while providing a much needed service to their owners. If you enjoy working with people and animals, this may be the perfect business for you. Keep in mind that this business looks easy but, as with any business, looks can be deceiving. This complete manual will arm you with everything you need, including sample business forms; contracts; worksheets and checklists for planning, opening, and running day-to-day operations; setting up your office; and dozens of other valuable, timesaving tools of the trade that no business should be without. While providing detailed instruction and examples, the author leads you through every detail that will bring success. You will learn how to draw up a winning business plan (the companion CD-ROM has the actual business plan you can use in Microsoft Word) and about choosing

a name; getting started; the who, what, when, why, and how of pet sitting; equipment; selling your other services to your present customers, such as pet walking, training, nutritional items, photography and portraiture; pet accessories; how to attract and bid on new jobs; contracts and billing procedures; advertising; insurance; legal matters; basic cost control systems; market research; getting new clients; tax laws; zoning laws; pricing; leads; sales and marketing techniques; and pricing formulas. You will learn how to set up computer systems to save time and money, how to hire and keep a qualified professional staff if necessary, how to meet IRS requirements, how to manage and train employees, how to generate high profile public relations and publicity, and how to implement low cost internal marketing ideas. You will learn how to build your business by using low and no cost ways to satisfy customers, as well as ways to increase sales and have customers refer others to you.

The new branch of science which will reveal how to avoid the rush hour, overcome cancer, and find the perfect date What do traffic jams, stock market crashes, and wars have in common? They are all explained using complexity, an unsolved puzzle that many researchers believe is the key to predicting - and ultimately solving - everything from terrorist attacks and pandemic viruses right down to rush hour traffic congestion. Complexity is considered by

many to be the single most important scientific development since general relativity and promises to make sense of no less than the very heart of the Universe. Using it, scientists can find order emerging from seemingly random interactions of all kinds, from something as simple as flipping coins through to more challenging problems such as predicting shopping habits, the patterns in modern jazz, and the growth of cancer tumours.

The CEOs of several American oil companies hatched a plot to assassinate the president of the United States, to prevent him from introducing a bill to nationalize the oil companies. Frank Bellamy, a retired Mafia hit man, turns down the very lucrative contract, even though he needs the money to save his car dealerships from bankruptcy. A psychopathic European assassin, with a dark American past, accepts the contract and arrives in Washington, DC. When the FBI gets wind of the plot, all signs point to Bellamy. But Bellamy is preoccupied with his own personal issues: saving his business, reconciling with his wife, and appeasing his stepson, who has some questions about his deceased father.

Meanwhile, the Mafia leaders are becoming nervous as the FBI closes in on Bellamy, who knows too much about their organization. He has to be silenced before he takes them all down. Bellamy must find and stop the European assassin before the president is killed, before the FBI corners him, and before the

Mafia's hit men take him out.

The "The Dead President's Club" story continues with the ghosts of Andrew Jackson, Theodore Roosevelt and Calvin Coolidge trying to end a 160 year old curse before an assassin kills the president and his family by blowing up the White House. The ghosts have little time to discover the assassin and to stop him. Meanwhile their living friend Brian Stone, the president's son, has problems of his own he must climb the dreaded rope to the ceiling of the school gymnasium or receive a failing grade.

Annotation "The 1974 Fred Gomez Carrasco prison siege at Huntsville, TX.".

Ok, you're the boss now, not of a section, or the team of a particular function -- but of the whole shooting match, end to end. You are the business's general manager and the staff looks to you for their livelihoods (yes you). So you have to strategize, sell, supply and service, collect the cash, provision, train and motivate your people, delight your clients and at the end of the day, return a profit to the business owners. So where the hell do you start? How do you know that you're not neglecting any aspect that will bite you on the bum later? Don't stress, it's not all that hard and it can be an extremely enjoyable and rewarding process. This book will provide you with the 12 common sense and repeatable steps that will guide you through running a business that everyone will be proud to be associated with. The intended

reader is someone moving up from middle management -- or running their own business. The book is aimed to provide an easy to follow road map that will give some comfort and order amid the chaos of information and expectations...Helping with the 'what do I do next?' question that no-one wants to ask for the fear of appearing that they're not up to it. "Liz Maccie's debut novel is as tough, optimistic, and beautiful as her heroine, Roberta Romano. Roberta's voice is heartfelt and funny. Her story is exceptionally moving and honest. I love this book and the hope it has for young women everywhere." —Stephen Chbosky, New York Times bestselling author of *The Perks of Being a Wallflower* The most important lessons aren't learned in the classroom. It's the first day of sophomore year for Roberta Romano, but instead of the comfort of her local high school, she's been thrust into the elitist embrace of the affluent Meadowbrook Academy. Surrounded by wealth, Roberta battles her own insecurities to prove her worth and maybe land the boy of her dreams. With the help of two unlikely allies—and an inflatable toy raft—Roberta embarks upon a journey of dark secrets and self-discovery to learn the true meaning of friendship and acceptance. "Roberta will charm and delight you with a voice that's candid, hilarious, and hopeful, as she narrates her first day at a new high school, reminding us of the epic nature of each hour in our adolescent lives. *Lessons I Never*

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Learned at Meadowbrook Academy will make you laugh, cringe, cry, and cheer for the power of friendships that can change us in a single day." —Ava Dellaira, author of Love Letters to the Dead "You wish your first day of prep school was this epic! Every single page of Lessons I Never Learned sparkles with heart and humor. Like a teenage Bridget Jones, Roberta Romano will make you laugh, cry, and cringe as she tries to navigate her first day at Meadowbrook Academy. She finds friends and enemies, earns detentions and serious respect, and makes memories that will last her a lifetime." —Siobhan Vivian, author of The List
Serial killers are hunting serial killers in The Game. Detective Rick Harrington and his partner Stan Valier are investigating the grisly murders of a husband and wife at an antique store in the quiet suburbs of Atlanta. Their search for the murderer leads them to a respected psychiatrist and the discovery that there are multiple serial killers involved who are stalking innocents as well as each other as part of a twisted game.

On the other side of the galaxy, in the interior arm, a calamity has arisen. Threat of a catastrophic war emerges when two major intergalactic empires threaten peace in the region, which might spread into the environment of surrounding star systems and other associations of planets. There is only one being in these regions of the galaxy they trust who

might save the day, the Earth's space agent;
Commodore B.

This book is the story of Whistleblower Blake Percival. In 2011 Blake blew the whistle on the background investigation process of the United States government. Blake's revelations brought to light serious problems that might have allowed Edward Snowden and Aaron Alexis to slip through the cracks rather than be investigated properly and cleared or denied access as found appropriate. Blake's decision to do the right thing was easy for him to make but came at a high price. In this book, you'll hear firsthand who this man is that exposed all this. You'll learn in detail what he did and how he did it as he shares intimate details about why someone would go through such a struggle. You'll hear the inside story of what it took, why he would do it, and what it was like to win in the end. His story just goes to show that you can do the right thing and win.

Officer Brian Henderson knows there is something just not right about Walt Marlow, and he's determined to find out what it is. Meanwhile, Beverly's dead husband visits Danielle in a dream hop, telling her about his wife's part in his death. Can Danielle convince Brian to stop worrying about Walt and be a little more concerned about his new girlfriend, Beverly?

NEW YORK TIMES BESTSELLER "This is history

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at its most immediate and moving...A marvelous and memorable book.” —Jon Meacham “Remarkable...A priceless civic gift...On page after page, a reader will encounter words that startle, or make him angry, or heartbroken.” —The Wall Street Journal “Visceral...I repeatedly cried...This book captures the emotions and unspooling horror of the day.” —NPR “Had me turning each page with my heart in my throat...There’s been a lot written about 9/11, but nothing like this. I urge you to read it.” —Katie Couric

The first comprehensive oral history of September 11, 2001—a panoramic narrative woven from the voices of Americans on the front lines of an unprecedented national trauma. Over the past eighteen years, monumental literature has been published about 9/11, from Lawrence Wright’s *The Looming Tower*, which traced the rise of al-Qaeda, to The 9/11 Commission Report, the government’s definitive factual retrospective of the attacks. But one perspective has been missing up to this point—a 360-degree account of the day told through the voices of the people who experienced it. Now, in *The Only Plane in the Sky*, award-winning journalist and bestselling historian Garrett Graff tells the story of the day as it was lived—in the words of those who lived it. Drawing on never-before-published transcripts, recently declassified documents, original interviews, and oral histories from nearly five hundred government officials, first responders,

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witnesses, survivors, friends, and family members, Graff paints the most vivid and human portrait of the September 11 attacks yet. Beginning in the predawn hours of airports in the Northeast, we meet the ticket agents who unknowingly usher terrorists onto their flights, and the flight attendants inside the hijacked planes. In New York City, first responders confront a scene of unimaginable horror at the Twin Towers. From a secret bunker underneath the White House, officials watch for incoming planes on radar. Aboard the small number of unarmed fighter jets in the air, pilots make a pact to fly into a hijacked airliner if necessary to bring it down. In the skies above Pennsylvania, civilians aboard United Flight 93 make the ultimate sacrifice in their place. Then, as the day moves forward and flights are grounded nationwide, Air Force One circles the country alone, its passengers isolated and afraid. More than simply a collection of eyewitness testimonies, *The Only Plane in the Sky* is the historic narrative of how ordinary people grappled with extraordinary events in real time: the father and son working in the North Tower, caught on different ends of the impact zone; the firefighter searching for his wife who works at the World Trade Center; the operator of in-flight telephone calls who promises to share a passenger's last words with his family; the beloved FDNY chaplain who bravely performs last rites for the dying, losing his own life when the Towers

collapse; and the generals at the Pentagon who break down and weep when they are barred from rushing into the burning building to try to rescue their colleagues. At once a powerful tribute to the courage of everyday Americans and an essential addition to the literature of 9/11, *The Only Plane in the Sky* weaves together the unforgettable personal experiences of the men and women who found themselves caught at the center of an unprecedented human drama. The result is a unique, profound, and searing exploration of humanity on a day that changed the course of history, and all of our lives.

Elvis Cole finds himself deep in the bayou of Louisiana searching for the estranged parents of a television star -- but something deadly is looking for him. L.A. private eye Elvis Cole is hired by popular television star Jodie Taylor to delve into her past and identify the biological parents who gave her up for adoption thirty-six years before. Cole's assignment is to find out their biological history and report back. It seems all too clear cut. But when he gets to Louisiana and begins his search, he finds that there's something much darker going on. Other people are also looking for Taylor's parents, and some are ending up dead. And when Cole realizes that his employer knew more than she was telling, *Voodoo River* becomes a twisting tale of identity, secrets, and murder.

Mystery is afoot in the fascinating novel *Sometimes Things Work Out But Sometimes They Don't*.

Donald Powers, a professor who teaches toxicology and becomes involved in poison cases, uses his genius to get a degree in criminal justice and obtain a private detective license. Don becomes involved in the shooting down of a company aircraft that was destroyed to protect the leaders of a group of criminals. Money laundering and computer hacking of data is involved in their plot, which takes Don from Washington, D.C., to California in search of clues. As Don gathers the evidence to bring the group to trial, he discovers that *Sometimes Things Work Out But Sometimes They Don't*.

This book is the solution manual to *Statics and Mechanics of Materials an Integrated Approach (Second Edition)* which is written by below persons. William F. Riley, Leroy D. Sturges, Don H. Morris Ben Knight is a paid government assassin who always excelled at his job. On an assignment gone badly, he almost loses his life, which makes him reassess his career of choice. Ben leaves it all behind. He quits his job and decides to live a "normal" life, if only he can figure out what that means. With no skills or interests outside his extensive government training, Ben lives a bored and listless life until he meets Ellen. She's on the run from her abusive husband with her young daughter Marianne. Ben feels connected to Ellen,

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and when she dies under unforeseen circumstances, he becomes Marianne's legal guardian. Soon, Ben becomes engaged to the woman he loves. He's a good father to Marianne, and life is perfect until a ghost from his past arrives and threatens the normalcy Ben has worked hard to achieve. In order to save himself and his family, Ben must become the killer he once was and use the well-honed skills of his previous profession.

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.

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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.

For anyone stressed out by the paperwork! Robyn Pearce has learned her subject the hard way - once a single mother of six and a burnt-out realtor, she is now an international speaker on time management and creator of internationally licensed productivity training programmes. For years she personally struggled with her own time and management habits. The good news is - she won that war and now shares how anyone can master their office and all kinds of mountainous paper trails.

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