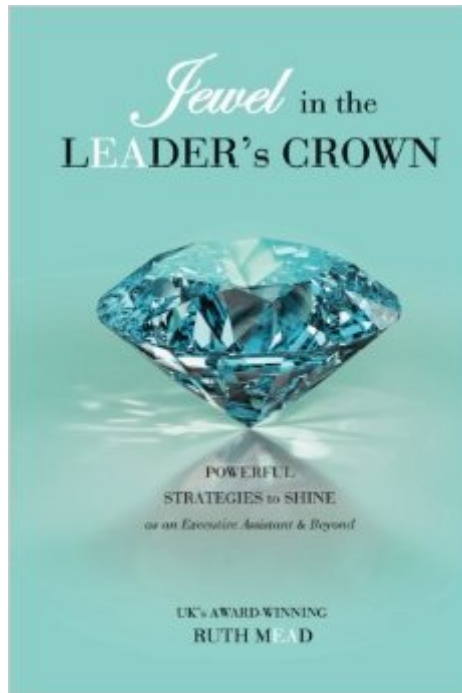


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Jewel In The LEADER's CROWN: Powerful Strategies To Shine As An Executive Assistant & Beyond



Synopsis

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.

Book Information

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Best Sellers Rank: #201,010 in Books (See Top 100 in Books) #26 in [Books > Business & Money > Skills > Secretarial Aids & Training](#)

Customer Reviews

I purchased Ruth's book in hopes that it would give me a few tips to help me grow and excel in my role as an Executive Assistant. Before I read *Jewel in the Leader's Crown*, I had a very low view of my job and lacked the confidence I needed to perform my job well. I looked at being an assistant as something negative and that this job was for people who didn't have the necessary skills or education to do anything else. Ruth's viewpoint of the role of an assistant has completely changed how I think about my role and how I approach the work I do. *The Jewel in the Leader's Crown* offers many suggestions to establishing processes to help you be more efficient, but it is so much more than that! It will change the way you think about the EA role, how you approach your work and how important the role is to the success of the executive you work with and the company where you work. I now have much more confidence in my job and "managing my manager" in his daily routine. I have not finished reading this book yet, but I have already noticed a huge improvement in my work, and I am enjoying my job so much more. I will post an update to this review once I have finished

reading.

I heard about this book through a friend, and wasn't quite sure what to expect. I was engaged from the first page. Even though my own field of work, and career progression, is quite different to this author's, the book has inspired me to see my role with new eyes. The values promoted on these pages stand strong and true in any profession. I loved the style of writing and how Ruth Mead has managed to combine a professional text with such personal warmth. I now have a few birthday presents sorted, as I will be buying copies for family and friends, my own copy is already underlined and highlighted and I don't want to part with it.

I absolutely am in love with this book! I cannot say enough good things about it. I have been an EA in a very fast-paced office and this is just what I needed to get me focused on my position, it can be easy to get lost in the mayhem sometimes. I even keep it on my desk, just looking at the cover is a reminder of the value of my position and of me. As professional EA, it's so many of the little things that make you stand out and Ruth definitely brings that to your attention and then explains how to achieve them. Everything from organization to dressing 25% better(love that). If you want to achieve the best, you have to be the best at what you do, this book is definitely a must-have! Well written with humor and wit, I love all of the quotes. Don't hesitate, this book is excellent for everyone no matter what your profession. You'll keep it handy for years to come!

Bought this book recently and I'm glad I did! Full of inspiration, tips, great ideas and lots of humour. Love the pictures in the book along with the quotes. I especially loved the poem called "the Last Time" brought tears to my eyes. Must buy it just for all those things mentioned above but also for anyone wishing to become an impeccable executive assistant like Ruth.

This book is not just for EA's! It is a wonderful, easy-to-read collection of thought-provoking concepts that everyone can benefit from, regardless of their chosen profession. Ruth Mead has managed to combine common sense, humour and inspiration in a book that I will refer to again and again. Well done!

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