



FOR IMMEDIATE RELEASE:

CEO ASSISTANTS GIVE INSIDER'S LOOK BEHIND DOORS OF POWERFUL SILICON VALLEY CEOs

Administrative Professionals Week will have a new gift item for bosses to give with the newly released book *Sitting on a File Cabinet, Naked, With a Gun*®

SAN JOSE, CA – April 19, 2010 – Authors Linda McFarland and Joanne Linden, announced their recently released book *Sitting on a File Cabinet, Naked, With a Gun*. Just in time for Administrative Professionals Week (April 18 to 24), *Sitting on a File Cabinet* is a compilation of true stories of Silicon Valley CEO Assistants. Each story illuminates what goes on behind closed doors of some of the most powerful CEOs in Silicon Valley and how their executive assistants support these industry titans in ways you never thought.

"I wanted to create a book which will help executive assistants understand the complexity of what goes on in a CEO's office," said Linda McFarland, co-author. "If you ever wanted to be a fly on the wall in a CEO's office, this book will give you an idea of the good, bad and sometimes funny experiences of assistants to Silicon Valley's top companies."

Sitting on a File Cabinet, Naked, With a Gun has a collection of real situation stories from the perspectives of the executive assistant and their CEO, as they recount their version of what happened. The authors then add their viewpoint with their Points of Wisdom® (POW!®) giving instruction on how to avoid, improve or develop better working strategies to be more efficient and become a better communicator.

"*Sitting on a File Cabinet*, is a true story of a friend of mine and how she handled a stressful situation," said Joanne Linden, co-author. "The pressures and stress levels of a CEO's office can put a person at the brink, and this story illustrates what happened and how to avoid situations that can break a person."

In addition to writing a book, working full time at their respective companies as executive assistants to their CEO's, Linda and Joanne also started their own training company called PlanetAdmin®. PlanetAdmin specializes in training, workshops, webinars and coaching services aimed at executive administrators and administrative assistants. Focusing on the Silicon Valley and San Francisco Bay Area, the company is very unique in that Linda and Joanne founded PlanetAdmin combining their years of experience in the administrative profession, teaching environments and professional speaking to deliver programs that build self-esteem, professional value and enhance the skills of administrative professionals. Their next workshop starts April 27, 2010 and deadline for registration is this week, April 23rd.

The book is available at www.PlanetAdmin.net, with a special discount offer for Administrative Professionals Week. Workshop schedules, pricing and relevant information can be found on the PlanetAdmin website. For more information: www.PlanetAdmin.net or write connect@PlanetAdmin.net. Call 1-800-604-5143 ext. 104.

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