



YOUR SIGNATURE *Work*

*Creating
excellence
and influencing
others at work*

Dianna Booher

You are God's signature. In *Your Signature Work*, Dianna Booher details how to make sure your signature stands for who you are—and are really meant to be.

LAURIE BETH JONES, author of *JESUS CEO*

Your Signature Work Creating Excellence And Influencing Others At Work

Dianna Booher



Your Signature Work Creating Excellence And Influencing Others At Work:

Your Signature Work Dianna Booher, 2004-07-29 Are you bored in your job Has the newness worn off so much so that you dread going to work every day Have you ever felt as if your tasks whether in a big organization or at home just didn't really contribute to anything significant Do you often speculate about how much more influence you could have if you worked in a more visible or critical role like may be a doctor a pastor a congressional representative If so then this book will inspire you to take a more reflective look at where you work how you work and who you influence You'll explore challenges such as these Finding the right job Finding your calling in life How to find purpose in life Doing your best at work and what that looks like practically speaking As a companion to the earlier book *Your Signature Life* by the same author *Your Signature Work* expands on the concept of doing your personal best at work so that it reflects your goals values beliefs and faith Using a sports analogy basketball this companion book will challenge you to see your tasks and job whether parenting building a forklift stocking shelves selling pharmaceuticals or analyzing computer glitches as an opportunity for leadership and service to others As you strive for personal excellence you'll identify ways to influence others in your workplace to live their values and faith Even if you feel trapped in a dissatisfying job or a seemingly insignificant career your work matters to God and to others in need Your attitude can make all the difference in how you view your job and the results you achieve When you find your true calling your work will be a source of satisfaction and fulfillment And as an artist does you will be proud to sign your name to work Author and speaker Dianna Booher shares the same in depth insights that she offers to churches and her Fortune 500 clients during keynotes and workshops As founder and CEO of Booher Research she's an internationally recognized leadership communication and executive presence expert As the author of 49 books she has published with Penguin Random House Perigee HarperCollins Warner McGraw Hill Tyndale and Thomas Nelson

Women Leading Women Jaye Martin, Terri Stovall, 2009-01-01 Based on the precept that a biblical paradigm for women's leadership must occur under the authority of the local church *Women Leading Women* fills the void of research based textbooks that address academic requirements for the core women's leadership course curriculum and guide pastors on how women can help fulfill the church's purpose Women will be encouraged to lead and train other women to engage the culture to reach women for Christ to involve women in ministry and much more Anticipated for primary use in colleges and seminaries this book is designed for a fifteen week semester and will include a link to a Web site where teaching outlines and PowerPoint notes for each chapter are provided

Credit and Collection Letters Dianna Booher, 2011-12-21 Nothing captures the attention of a reader so much as money issues their money or yours Whether depositing withdrawing lending or borrowing you want to make sure you provide all the facts In this eBook you will learn and become confident in all areas of Credit and Collection communication as well as other miscellaneous matters of banking finance and taxes Sample letters for many areas such as When you have borrowed money how to motivate creditors to work with you during difficult times when requesting a loan

and when addressing friends or family regarding money issues You will learn how to deal with delicate matters such as lending borrowing and collecting where tone becomes very important in reaffirming commitments and in keeping any personal relationship in tact The image that you create in your writing style and with your thoroughness often makes an impression that spills over into the business transaction and decision itself *Communicate Like a Leader* Dianna Booher, John Britt, Ed Jent, 2017-06-05 Great leaders are great communicators If you want to become a top notch strategic communicator you'd do well to heed the advice in this book's pages Marshall Goldsmith New York Times bestselling author of *What Got You Here Won't Get You There* An Axiom Awards Silver Medal Winner People often get promoted to leadership positions without knowing how to communicate an inspiring strategic vision to the people who report to them So they focus on what they know tactics not strategy As a result they become stuck in micromanagement mode driving people away instead of drawing them in Dianna Booher wants to prevent micromanagement before it happens by providing you with the right leadership communication skills Grounded in extensive research this book offers practical guidelines to help professionals think coach converse speak write meet and negotiate strategically to deliver results In thirty six brief chapters Booher shows you how to communicate effectively to audiences up and down the organization so you can fulfill your most essential responsibilities as a leader If you're a micromanager you need to know it's not just ineffective it's also the most labor intensive leadership style When you read *Communicate like a Leader* you'll learn strategic communication skills that will improve your relationship with your people and actually make leading easier Ken Blanchard New York Times bestselling coauthor of *The New One Minute Manager* **Become a Great Conversationalist** Dianna Booher, 2012-01-30 Have you ever been to a dinner party where someone drones on and on about every subject to show off his or her in depth knowledge Or have you heard someone using complex jargon to try to build rapport as an insider How about the person who shows a lack of sensitivity about appropriate topics on significant occasions In this ebook executive communications expert Dianna Booher gives you straight talk about how to be the conversationalist that engages rather than enrages Learn to reframe sensitive issues to present your key point or message in the positive way Select the best words to deliver bad news or negative feedback without breaking the relationship or destroying morale Learn the keys to participating in strategic conversations with your peers boss and customers so that they see you in a positive light **Creating Personal Presence** Dianna Booher, 2011-10-03 Personal presence is difficult to define but easy to recognize People with presence carry themselves in a way that turns heads When they talk people listen When they ask people answer When they lead people follow Personal presence can help you get a date a mate a job or a sale It can help you lead a meeting a movement or an organization Presence is not something you're born with anyone can learn these skills habits and traits Award winning speaker and consultant Dianna Booher shows how to master dozens of small and significant things that work together to convey presence She details how body language manners and even your surroundings enhance credibility and build rapport

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Leading Effective Meetings Dianna Booher,2012-02-11 Why suffer through another

monotonous meeting Be known as someone who gets things done Apply the basics of great meeting management and get results or neglect them and waste everyone's time Among other great techniques and meeting skills you will learn to build an effective meeting agenda encourage participation if you want it avoid situations that can derail the meeting lead with personal credibility and excellent presentation skills shorten the process leading to quality decision making with appropriate analysis and meeting discussion techniques deal effectively with problem participants by using effective facilitation skills In this 28 page ebook Dianna Booher offers 72 tips that help you with every aspect of the meeting from assessing whether a meeting is necessary to rewarding the creativity and hard work of meeting participants

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