



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

Dealing with Difficult Buyers Dianna Booher, 2012-01-30 All successful salespeople have to deal with them It's part of doing business handling the dreaded difficult buyer or blocker To understand what makes them tick and to turn them around from foe to friend is essential if you want to earn a lucrative piece of the business they control Dianna Booher has done it again with her in depth insights on human behavior She gives you the roadmap into the difficult buyer's mind so you navigate your way to a more successful sales outcome Dianna is an internationally recognized executive communication and sales expert and author of 45 books published in 26 countries and in 20 foreign languages Learn tips and tactics to deal with the staller the helpless whiner the know it all the tyrant the incompetent and a number of types you've encounter along the way Don't let one negative gatekeeper stand in your way of serving all the rest of your customers

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What More Can I Say? Dianna Booher, 2015-01-06 An essential guidebook for honing business communication skills

Communications expert Dianna Booher provides an essential nine point checklist for success in the art of communication and persuasion for building solid relationships and for increasing credibility in the workplace With lessons from politics pop culture business family life and current events the book identifies common reasons that communicators fail to accomplish their goals along with examples and analyses of messages that succeed and those that fail **Persuasive Presentations**

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best to express your deep feelings in the face of sorrow or tragedy In sympathy situations friends and family have the greatest need to hear from you Don t leave them wondering about your lack of concern Begin your letter or note with a straightforward comment about your feelings your sadness your shock your sorrow or your concern Mention something positive you remember about the individual or if you did not know him or her personally recall something you ve heard others say Let the reader know that you understand the extent of the loss or the painful situation in the case of a misfortune But do show sensitivity Avoid adding gruesome details or increasing the pain If possible and if you re sincere offer to help in some specific way Be brief You don t need to go into all the details of the situation how you heard the news or what so and so told you Your caring concern in I am so sorry speaks volumes Close with a comforting phrase a final thought that reflects your concern and is appropriate to your relationship with the person Make your words genuine and personal as if you were talking face to face This is not a task that you should delegate to someone else Use your personal stationery or card Typically you

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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 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 You'll learn to use voice and language to demonstrate competence deliver clear and memorable messages and master emotions You'll learn to think strategically organize ideas coherently and convey to others genuine interest integrity respect and reliability Take her self assessment to measure your progress With Dianna Booher's expert entertaining advice you can have the same kind of influence as the most successful CEOs celebrities and civic leaders **Regent University law review**, 2005 **Email Matters** Dianna Booher, 2012-09-01 Even though technology changes rapidly the rules of business and social etiquette do not These tips provide a handy reference tool to make your emails more efficient effective and enjoyable both to create and to read **Listening for Sales Results** Dianna Booher, 2012-03-01 Do people describe you as a good listener Every skilled listener is a master at asking the right questions of the right people The rules for active listening are changing rapidly with the advance of technology This book is a handy business communication resource to listen effectively communicate tactfully and sell confidently in a global economy This series of quick tips is a credible guide to decisive communication while also serving as a perfect resource for mobile social media and digital communications on the go Learn to ask questions skillfully

to your advantage Excellent listening skills are a key factor in closing big sales and this resource for salespeople will take the guesswork out of how to really hear your customers *How to Write Apology Letters* Dianna Booher, 2012-01-31 Have you ever tried to apologize to someone and realized that your apology made things worse It happens Apologies are difficult because you're already dealing with a negative situation The other person hears you from a negative state of mind Your challenge with an apology letter is to disarm the other person quickly so you can start to turn the situation around Acknowledging the error problem or insensitivity immediately Be specific with your phrasing Make an empathetic statement to let readers know that you understand the issue and any difficulty damage pain or embarrassment caused Keep your tone consistent with the circumstances Explain how a mistake happened if that will add assurance that the problem will not recur in the future Offer to make things right End with a goodwill statement If you'd like to make the apology letter process even easier we can help even more If you still can't find the right words to apologize and improve the situation quickly try our professionally written package of sample apology letters and notes In this eBook you'll find apology letters for both personal and business situations Personal Apology Letters For Making an Insensitive Remark Argument with a Friend Behaving Inappropriately Disturbing Neighbors Friend Behaving Inappropriately Pet's Behavior Bouncing Check Failing to Invite A Friend to a Party Failing to Provide Information Damaging Property Missing Events Change of Plans Being Unable to Attend an Event Missing a Deadline Not Having Written Forgetting Someone's Name Business Apology Letters For Defective Products Not Your Fault Defective Products Your Fault Service Issues Not Your Fault Service Issues Your Fault Booher's Rules of Business Grammar: 101 Fast and Easy Ways to Correct the Most Common Errors Dianna Booher, 2008-10-28 Speak and Write Like a Polished Professional Dianna Booher nails it The Memory Tips alone are worth the price of the book This one's a gem John Baldoni author of Great Communication Secrets of Great Leaders and How Great Leaders Get Great Results Dianna Booher pulls off a deft and most impressive feat In writing about tight top flight grammar she shows those very same skills in abundance Louis R Carlozo features staff writer Chicago Tribune This book seems to be most useful as a desk reference for individuals but it will also be of interest to public libraries with collections that support career development Library Journal Does your client owe the principal or principle Is your company moving forwards or forward Do you have over ten years experience or more than ten years experience Proper use of the written and spoken word determines whether or not you move ahead in your career In Booher's Rules of Business Grammar business communication guru Dianna Booher identifies the top 101 mistakes made in emails presentations and conversations every day She briefly examines each one and explains what you need to know in order to avoid future mistakes In addition Booher includes effective memory tricks to reinforce comprehension and retention In no time you will learn how to Recognize and rectify embarrassing grammatical mistakes Improve the clarity of what you say and write Solidify your understanding through the use of memory tricks Master the language so you can focus on your business Whether you decide to skim it and correct a mistake a minute or read the

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What Do You Mean by That? Dianna Booher, 2012-03-01

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