

How To Get Your Point Across In 30 Seconds Or Less

Discusses the art of effective decision making by gathering stories about the decisions made by leaders in different fields, analyzing the outcomes, and explaining how to create a personal template to help make better decisions.

Here you are, in the self-help section of Amazon, undoubtedly looking for answers, change, and maybe even who you really are. Instead of providing one-size-fits-all solutions, *Change Point: Simplify Your Life, Find Inner Peace, and Do What Matters* empowers you to find your truth by going straight to the source-yourself. This book is not only an informative read, but a choose-your-own-adventure workbook that will lead you to a life that is in alignment with your own beliefs. It's also a guidebook to letting go of the distractions and obstacles that hold you back from expressing your true nature. Author Joan Hope Craig gently takes the reader through the Change Point process by helping them identify their Center, and introducing the concepts of Surrender, Simplify, Spark, Sanctify, and Service in a way that makes peace, joy, and health accessible-even when life feels hard.

"Take the time and trouble to master the secrets revealed in this book and you will quickly gain confidence and become adept at persuading others to adopt your ideas, accede to your requests and accept your points of view. Even if the idea of speaking in public puts the fear of death into you, you will find that you can be a power

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communicator in any situation - on a public platform, across a boardroom table or on the factory floor, talking on the telephone or using the written word."--BOOK JACKET.Title Summary field provided by Blackwell North America, Inc. All Rights Reserved

Golding's iconic 1954 novel, now with a new foreword by Lois Lowry, remains one of the greatest books ever written for young adults and an unforgettable classic for readers of any age. This edition includes a new Suggestions for Further Reading by Jennifer Buehler. At the dawn of the next world war, a plane crashes on an uncharted island, stranding a group of schoolboys. At first, with no adult supervision, their freedom is something to celebrate. This far from civilization they can do anything they want. Anything. But as order collapses, as strange howls echo in the night, as terror begins its reign, the hope of adventure seems as far removed from reality as the hope of being rescued.

In Point Made, Ross Guberman uses the work of great advocates as the basis of a valuable, step-by-step brief-writing and motion-writing strategy for practitioners. The author takes an empirical approach, drawing heavily on the writings of the nation's 50 most influential lawyers.

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table.MsoNormalTable {mso-style-name:"Table Normal"; mso-tstyle-rowband-size:0; mso-tstyle-colband-size:0; mso-style-noshow:yes; mso-style-priority:99; mso-style-parent:""; mso-padding-alt:0cm 5.4pt 0cm 5.4pt; mso-para-margin-top:0cm; mso-para-margin-right:0cm; mso-para-margin-bottom:10.0pt; mso-para-margin-left:0cm; line-height:115%; mso-pagination:widow-orphan; font-size:11.0pt; font-family:"Calibri", "sans-serif"; mso-ascii-font-family:Calibri; mso-ascii-theme-font:minor-latin; mso-hansi-font-family:Calibri; mso-hansi-theme-font:minor-latin; mso-fareast-language:EN-US;} The eBook 'How To Get A Girlfriend Faster – A Step By Step Guide' is dedicated to helping single guys become self-confident and in a long-term relationship in no time at all. Based on extensive research and first-hand experience, it sets out the process of how to get a girlfriend in five simple steps: 1. Change Your Mindset. 2. Become Desirable. 3. Socialise And Flirt. 4. Date Women. 5. Choose A Girlfriend. If you're sick of being single and want a practical step-by-step guide on how to get a girlfriend faster, then this is it.

Speaking in front of other people can be a real worry if you've not had a lot of practice. Even if you know your stuff, it can be hard to get everything together in time, look confident, speak clearly, and get your message

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across well. This practical book contains a self-assessment quiz, step-by-step guidance, top tips, common mistakes and advice on how to avoid them, summaries of key points, and lists of the best sources of further help. Fully revised and updated, with strategies to help you cope if things don't go to plan, and special sections on how to manage nerves and boost your message with your body language, Give great presentations is full of advice on how to prepare and deliver a knock-out speech.

P Point Management Is An Easy Read That Will Double Your Management Iq In A Few Hours. It Reduces The Current Information Overload Into The Simple Things That Managers Of Any Organization Can Do To Get The Best Results. " Learn The Novel Concept Of Psychological Power Points . P Points Are The Few Simple Activities That Get Huge Results. " Become A Master Of The Clock Get More Done In Less Time. " Simplify The Overload By Focusing On Doing The Most Important Things In The Right Ways To Get The Best Results. The Ultimate Here-To-There Gap-Closer! The Challenge Built to Last, the defining management study of the nineties, showed how great companies triumph over time and how long-term sustained performance can be engineered into the DNA of an enterprise from the very beginning. But what about the company that is not born with great DNA? How can good companies, mediocre companies, even bad companies achieve enduring greatness? The Study For years, this question

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preyed on the mind of Jim Collins. Are there companies that defy gravity and convert long-term mediocrity or worse into long-term superiority? And if so, what are the universal distinguishing characteristics that cause a company to go from good to great? The Standards Using tough benchmarks, Collins and his research team identified a set of elite companies that made the leap to great results and sustained those results for at least fifteen years. How great? After the leap, the good-to-great companies generated cumulative stock returns that beat the general stock market by an average of seven times in fifteen years, better than twice the results delivered by a composite index of the world's greatest companies, including Coca-Cola, Intel, General Electric, and Merck. The Comparisons The research team contrasted the good-to-great companies with a carefully selected set of comparison companies that failed to make the leap from good to great. What was different? Why did one set of companies become truly great performers while the other set remained only good? Over five years, the team analyzed the histories of all twenty-eight companies in the study. After sifting through mountains of data and thousands of pages of interviews, Collins and his crew discovered the key determinants of greatness -- why some companies make the leap and others don't. The Findings The findings of the Good to Great study will surprise

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many readers and shed light on virtually every area of management strategy and practice. The findings include: Level 5 Leaders: The research team was shocked to discover the type of leadership required to achieve greatness. The Hedgehog Concept (Simplicity within the Three Circles): To go from good to great requires transcending the curse of competence. A Culture of Discipline: When you combine a culture of discipline with an ethic of entrepreneurship, you get the magical alchemy of great results. Technology Accelerators: Good-to-great companies think differently about the role of technology. The Flywheel and the Doom Loop: Those who launch radical change programs and wrenching restructurings will almost certainly fail to make the leap. "Some of the key concepts discerned in the study," comments Jim Collins, "fly in the face of our modern business culture and will, quite frankly, upset some people." Perhaps, but who can afford to ignore these findings?

In the present book, *How to Win Friends and Influence People*, Dale Carnegie says, "You can make someone want to do what you want them to do by seeing the situation from the other person's point of view and arousing in the other person an eager want." You learn how to make people like you, win people over to your way of thinking, and change people without causing offense or arousing resentment. For instance, "let the other person feel

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that the idea is his or hers” and “talk about your own mistakes before criticizing the other person.” This book is all about building relationships. With good relationships, personal and business successes are easy and swift to achieve. Twelve Ways to Win People to Your Way of Thinking

1. The only way to get the best of an argument is to avoid it.
2. Show respect for the other person's opinions. Never say "You're wrong."
3. If you're wrong, admit it quickly and emphatically.
4. Begin in a friendly way.
5. Start with questions to which the other person will answer yes.
6. Let the other person do a great deal of the talking.
7. Let the other person feel the idea is his or hers.
8. Try honestly to see things from the other person's point of view.
9. Be sympathetic with the other person's ideas and desires.
10. Appeal to the nobler motives.
11. Dramatize your ideas.
12. Throw down a challenge.

True or false? In selling high-value products or services: 'closing' increases your chance of success; it is essential to describe the benefits of your product or service to the customer; objection handling is an important skill; open questions are more effective than closed questions. All false, says this provocative book. Neil Rackham and his team studied more than 35,000 sales calls made by 10,000 sales people in 23 countries over 12 years. Their findings revealed that many of the methods developed for selling low-value goods just don't

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work for major sales. Rackham went on to introduce his SPIN-Selling method. SPIN describes the whole selling process: Situation questions Problem questions Implication questions Need-payoff questions SPIN-Selling provides you with a set of simple and practical techniques which have been tried in many of today's leading companies with dramatic improvements to their sales performance. Before GPS, before the compass, and even before cartography, humankind was navigating. Now this singular guide helps us rediscover what our ancestors long understood—that a windswept tree, the depth of a puddle, or a trill of birdsong can help us find our way, if we know what to look and listen for. Adventurer and navigation expert Tristan Gooley unlocks the directional clues hidden in the sun, moon, stars, clouds, weather patterns, lengthening shadows, changing tides, plant growth, and the habits of wildlife. Rich with navigational anecdotes collected across ages, continents, and cultures, *The Natural Navigator* will help keep you on course and open your eyes to the wonders, large and small, of the natural world.

In the world of strength and conditioning, learning how to move others—not just physically, but also psychologically and emotionally—is paramount to getting the most out of them. People are the ultimate performance variable, and understanding how to effectively blend knowledge of proper training with

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the nuances of human behavior is integral to helping athletes achieve their ultimate goals. Unfortunately, while much attention has been given to the science of physical training, little attention has been given to the science of communication. *Conscious Coaching: The Art and Science of Building Buy-In* bridges this gap. Readers learn the foundational principles of improving relationships, enhancing engagement, and gaining the trust of athletes through targeted communication. And, every bit as important, readers also learn concrete strategies to apply these principles in day-to-day coaching situations they will inevitably encounter. The result is a game-changing book that sets the stage for coaches to create a culture of success not only within sport, but also beyond. *Conscious Coaching* is a movement and its time has come.

The impression you make as a leader has the power to build, enhance, or sabotage your authority and ideas. Discover how to convey the essence of leadership with every interaction. Every communication leaders make—speaking, writing, posting, sharing, and even listening—has the power to either secure or sabotage their impact. But wanting to inspire and engage their team and knowing how to do it are two different things. In this book, Joel Schwartzberg suggests mindsets, tactics, tips, and examples to help readers reach that goal using the most powerful leadership tool available: a

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leader's voice. Whether managers are giving speeches, telling stories, sending emails, posting messages, recording videos, or running Zoom meetings, these are essential tools for establishing authority and galvanizing an audience. Readers will learn how to inspire instead of inform, communicate with purpose and power, and sell—not just share—their most important ideas.

GET YOUR LISTENER'S ATTENTION, KEEP HIS INTEREST, AND MAKE YOUR POINT -- ALL IN THIRTY SECONDS! Milo Frank, America's foremost business communications consultant, shows you how to: * Focus your objectives * Utilize the "hook" technique * Use the secrets of TV and advertising writers * Tell terrific anecdotes that make your point * Shine in meetings, question-and-answer sessions, and more! Milo Frank's proven techniques give you the edge that successful people share -- the art of communicating quickly, precisely and powerfully! Make every communication count—with a simple, four-step speaking model Whether it's among colleagues at lunch or an audience of a thousand, a leader's role is to move and inspire others. It's not only the big occasions that test a leader's mettle, but the little ones as well—in a casual conversation in the elevator, in phone calls, or one of many incidental, seemingly "insignificant" interactions in everyday work life. Written by one of the world's leading communications coaches, *Speaking as a Leader*

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shows you how to make the most of your daily communications, creating a presence on the job as a genuine and constant leader. In this eye-opening guide, aspiring (and established) leaders can enhance their reputations and influence by following a few simple steps. Speaking as a Leader: Shows how to structure your thoughts and message in any situation using a four-step model Offers tips on listening effectively, in three dimensions Details why you are the best visual and how to avoid "Death by PowerPoint" Offers guidance on taking the "numb" out of numbers Includes tips on moving from subject to message With Speaking as a Leader, you'll learn to tap into your innate leadership skills at every occasion—whether small or large—and earn the sort of respect that creates devoted friends and passionate supporters.

Champion Your Best Ideas! Every time you communicate, you're trying to do something, change something, or move someone to action. You're trying to make a point. But the only way to make a point is to have a point. And the surprising truth is, very few communicators know their points or even understand what a point is, rendering them pointless.

Communications expert Joel Schwartzberg says a point is not just a topic, an idea, or a theme. A real point is a proposition of value. It's a contention you can propose, argue, illustrate, and prove. In this concise and practical book, you'll learn to identify

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your point, strengthen it, stick to it, and sell it. Whether you want to improve your impact in speeches, staff meetings, pitches, emails, PowerPoint presentations, or any other communication setting, Schwartzberg's novel approach teaches you how to go from simply sharing a thought to making a difference. Which would you rather do?

Draw Them In, Don't Drive Them Away! 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. 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.

The New York Times best-selling book exploring the counterproductive reactions white people have when their assumptions about race are challenged, and how these reactions maintain racial inequality. In this

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“vital, necessary, and beautiful book” (Michael Eric Dyson), antiracist educator Robin DiAngelo deftly illuminates the phenomenon of white fragility and “allows us to understand racism as a practice not restricted to ‘bad people’ (Claudia Rankine).

Referring to the defensive moves that white people make when challenged racially, white fragility is characterized by emotions such as anger, fear, and guilt, and by behaviors including argumentation and silence. These behaviors, in turn, function to reinstate white racial equilibrium and prevent any meaningful cross-racial dialogue. In this in-depth exploration, DiAngelo examines how white fragility develops, how it protects racial inequality, and what we can do to engage more constructively.

Do you have a good idea that you just can't get across in writing? *Ordinary miracles* is an insightful exploration of the writing process as a medium for communication - rather than an exercise in stringing together words and sentences according to the rules of grammar. It begins by looking at the flawed system that most people use to evaluate writing, and then describes a better way to break down a text - COL (Content, Organization, Language), and examines each of these elements in detail. You will learn: - How the misinformation that you learned in grade school is affecting your writing today. - How to structure your writing to make a solid and compelling argument. - How grammar can be used for maximum

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effect, sometimes by breaking the rules! - How subtle differences in the way you structure your sentences can massively affect your readers. - How to choose just the right word to get your point across. This book will inspire you to write - bring your writing to the next level today!

In this instant New York Times bestseller, Angela Duckworth shows anyone striving to succeed that the secret to outstanding achievement is not talent, but a special blend of passion and persistence she calls “grit.” “Inspiration for non-genius everywhere” (People). The daughter of a scientist who frequently noted her lack of “genius,” Angela Duckworth is now a celebrated researcher and professor. It was her early eye-opening stints in teaching, business consulting, and neuroscience that led to her hypothesis about what really drives success: not genius, but a unique combination of passion and long-term perseverance. In *Grit*, she takes us into the field to visit cadets struggling through their first days at West Point, teachers working in some of the toughest schools, and young finalists in the National Spelling Bee. She also mines fascinating insights from history and shows what can be gleaned from modern experiments in peak performance. Finally, she shares what she’s learned from interviewing dozens of high achievers—from JP Morgan CEO Jamie Dimon to New Yorker cartoon editor Bob Mankoff to Seattle Seahawks Coach Pete

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Carroll. “Duckworth’s ideas about the cultivation of tenacity have clearly changed some lives for the better” (The New York Times Book Review). Among Grit’s most valuable insights: any effort you make ultimately counts twice toward your goal; grit can be learned, regardless of IQ or circumstances; when it comes to child-rearing, neither a warm embrace nor high standards will work by themselves; how to trigger lifelong interest; the magic of the Hard Thing Rule; and so much more. Winningly personal, insightful, and even life-changing, Grit is a book about what goes through your head when you fall down, and how that—not talent or luck—makes all the difference. This is “a fascinating tour of the psychological research on success” (The Wall Street Journal).

Read the Wall Street Journal Bestseller for "cultivating intense focus" for fast, powerful performance results for achieving success and true meaning in one's professional life (Adam Grant, author of Give and Take). Deep work is the ability to focus without distraction on a cognitively demanding task. It's a skill that allows you to quickly master complicated information and produce better results in less time. Deep Work will make you better at what you do and provide the sense of true fulfillment that comes from craftsmanship. In short, deep work is like a super power in our increasingly competitive twenty-first century economy. And yet, most people

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have lost the ability to go deep—spending their days instead in a frantic blur of e-mail and social media, not even realizing there's a better way. In *Deep Work*, author and professor Cal Newport flips the narrative on impact in a connected age. Instead of arguing distraction is bad, he instead celebrates the power of its opposite. Dividing this book into two parts, he first makes the case that in almost any profession, cultivating a deep work ethic will produce massive benefits. He then presents a rigorous training regimen, presented as a series of four "rules," for transforming your mind and habits to support this skill.

1. Work Deeply
2. Embrace Boredom
3. Quit Social Media
4. Drain the Shallows

A mix of cultural criticism and actionable advice, *Deep Work* takes the reader on a journey through memorable stories—from Carl Jung building a stone tower in the woods to focus his mind, to a social media pioneer buying a round-trip business class ticket to Tokyo to write a book free from distraction in the air—and no-nonsense advice, such as the claim that most serious professionals should quit social media and that you should practice being bored. *Deep Work* is an indispensable guide to anyone seeking focused success in a distracted world. An Amazon Best Book of 2016 Pick in Business & Leadership Wall Street Journal Business Bestseller A Business Book of the Week at 800-CEO-READ In this New York Times bestseller, Ijeoma Oluo

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offers a hard-hitting but user-friendly examination of race in America. Widespread reporting on aspects of white supremacy -- from police brutality to the mass incarceration of Black Americans -- has put a media spotlight on racism in our society. Still, it is a difficult subject to talk about. How do you tell your roommate her jokes are racist? Why did your sister-in-law take umbrage when you asked to touch her hair -- and how do you make it right? How do you explain white privilege to your white, privileged friend? In *So You Want to Talk About Race*, Ijeoma Oluo guides readers of all races through subjects ranging from intersectionality and affirmative action to "model minorities" in an attempt to make the seemingly impossible possible: honest conversations about race and racism, and how they infect almost every aspect of American life. "Oluo gives us -- both white people and people of color -- that language to engage in clear, constructive, and confident dialogue with each other about how to deal with racial prejudices and biases." -- National Book Review "Generous and empathetic, yet usefully blunt . . . it's for anyone who wants to be smarter and more empathetic about matters of race and engage in more productive anti-racist action." -- Salon (Required Reading)

A former international hostage negotiator for the FBI offers a new, field-tested approach to high-stakes negotiations—whether in the boardroom or at home.

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After a stint policing the rough streets of Kansas City, Missouri, Chris Voss joined the FBI, where his career as a hostage negotiator brought him face-to-face with a range of criminals, including bank robbers and terrorists. Reaching the pinnacle of his profession, he became the FBI's lead international kidnapping negotiator. *Never Split the Difference* takes you inside the world of high-stakes negotiations and into Voss's head, revealing the skills that helped him and his colleagues succeed where it mattered most: saving lives. In this practical guide, he shares the nine effective principles—counterintuitive tactics and strategies—you too can use to become more persuasive in both your professional and personal life. Life is a series of negotiations you should be prepared for: buying a car, negotiating a salary, buying a home, renegotiating rent, deliberating with your partner. Taking emotional intelligence and intuition to the next level, *Never Split the Difference* gives you the competitive edge in any discussion.

NEW YORK TIMES BESTSELLER • From an award-winning journalist at *The Atlantic*, these searing essays make a damning case that cruelty is not merely an unfortunate byproduct of the Trump administration but its main objective and the central theme of the American project. “No writer better demonstrates how American dreams are so often sabotaged by American history. Adam Serwer is

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essential.”—Ta-Nehisi Coates “Trump summoned the most treacherous forces in American history and conducted them with the ease of a grand maestro.” Like many of us, Adam Serwer didn’t know that Donald Trump would win the 2016 election. But over the four years that followed, the Atlantic staff writer became one of our most astute analysts of the Trump presidency and the volatile powers it harnessed. The shock that greeted Trump’s victory, and the subsequent cruelty of his presidency, represented a failure to confront elements of the American past long thought vanquished. In this searing collection, Serwer chronicles the Trump administration not as an aberration but as an outgrowth of the inequalities the United States was founded on. Serwer is less interested in the presidential spectacle than in the ideological and structural currents behind Trump’s rise—including a media that was often blindsided by the ugly realities of what the administration represented and how it came to be. While deeply engaged with the moment, Serwer’s writing is also haunted by ghosts of an unresolved American past, a past that torments the present. In bracing new essays and previously published works, he explores white nationalism, myths about migration, the political power of police unions, and the many faces of anti-Semitism. For all the dynamics he examines, cruelty is the glue, the binding agent of a movement fueled by fear and

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exclusion. Serwer argues that rather than pretending these four years didn't happen or dismissing them as a brief moment of madness, we must face what made them possible and continues to endure.

Unless we confront these toxic legacies, the fragile dream of American multiracial democracy will remain vulnerable to the forces that have nearly destroyed it time and again.

This in-world book by Vault-Tec highlights seven key attributes of vault dwellers in Bethesda Game Studio's hit Fallout® video game franchise. Following total nuclear annihilation, the caring Vault-Tec staff have prepared an educational manual to help vault dwellers like you understand what makes you S.P.E.C.I.A.L. This replica of the board book every Lone Wanderer or Sole Survivor receives in Fallout® 3 and Fallout® 4 will help readers determine their best traits! After all, everyone is special, even you.

Learn about the seven defining attributes of Strength, Perception, Endurance, Charisma, Intelligence, Agility, and Luck. If you're lucky, one of these attributes may be what stands between you and a horribly painful fate. So study carefully and discover what makes you S.P.E.C.I.A.L.!

Many professionals provide too much information when they speak-at meetings, during updates with managers, in presentations, or when trying to get a simple point across. Authors Leesa Wallace and Kathy McAfee refer to these long-winded

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professionals as "Wild Bores," and we are all at risk for becoming just like them. In this concise, practical, and engaging book, you will learn how to deliver information that is "just enough," not "just in case." The useful tools and examples will show you how to pare down your opening, organize your thoughts, and handle a challenge. As a result, you'll become a more efficient communicator, able to lead more productive discussions. By using fewer words, you can have more impact and greater influence at work.

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Simon & Schuster

The complete guide to eating for everyday energy
Are you a regular victim of an afternoon slump? Is it a struggle to keep focused on your to-do list? Do you want to fit more into your day, but feel as if you just don't have the energy? Nutritionist Colette Heneghan and productivity expert Graham Allcott provide all the answers in *How to Have the Energy*, explaining how not only what, but how you eat can improve your focus, boost productivity and even give you more time in your day. Using the High-Energy Plan, they show how eating well can and should fit into your lifestyle, however busy it is. From how to put your shopping list together, to how to upgrade your breakfast, from how to be label-savvy to the importance of ditching the desk lunch, from the author of the bestselling *How to be a Productivity Ninja*, this the complete guide to eating smarter and

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boosting your everyday energy.

Whether writing a letter or memo, making a speech, asking for a rise or promotion, making a point or closing a sale, this tape shows how you might get your point across in 30 seconds, and get what you want.

Many women today wonder: what will it take to get that seat at the boardroom table? Earn that coveted promotion? Or simply have their voices heard?

Taking the Stage provides a comprehensive, proven approach that enables women to come forward into the spotlight and speak up, stand out, and succeed. Based on a program from the Humphrey Group that has been delivered to over 400,000 women worldwide, Taking the Stage shows women—no matter their age, rank, or profession—how to communicate with courage and confidence in every situation, from formal speeches to brief hallway conversations. Judith Humphrey provides the inspiration and practical advice for women to “take the stage” mentally, verbally, vocally, and physically. Women can make the most of every opportunity by understanding how best to: Speak up confidently, even when others don’t agree; Convey their accomplishments without self-doubt; Be assertive but not aggressive; Deliver clear and convincing messages; Move beyond “minimizing” language and apology; Find their own powerful and authentic voice; Achieve confident body language and a

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leadership presence. By applying these techniques and others to every communication— whether making a presentation, speaking at meetings, conducting an elevator conversation, or selling themselves in job interviews—women will be recognized as the leaders they are and attain positions of influence. For women at all stages of their career, and for managers and executives committed to supporting and guiding women on their leadership journeys, *Taking the Stage* is the practical, broad-based solution that will allow women to speak up confidently, gain respect, earn the promotions they deserve, and secure their places at the boardroom table.

Outlines an empowering approach to public speaking that draws on the co-author's experience with leading companies, covering topics ranging from content and delivery to body language and interpersonal exchanges. Reprint.

In the present book, *How to Win Friends and Influence People*, Dale Carnegie says, "You can make someone want to do what you want them to do by seeing the situation from the other person's point of view and arousing in the other person an eager want." You learn how to make people like you, win people over to your way of thinking, and change people without causing offense or arousing resentment. For instance, "let the other person feel that the idea is his or hers" and "talk about your own mistakes before criticizing the other person." This

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book is all about building relationships. With good relationships, personal and business successes are easy and swift to achieve.

"The Sales Boss: The Real Secret to Hiring, Training and Managing a Sales Team, is a comprehensive guide on how to create a winning sales team. In any business, nothing happens until somebody sells something. Nobody pays their mortgages, no kids get sent to college, and no retirements get funded until the salesperson is able to close business and get revenue coming in the door. In a company with a sales manager, the hiring, training and success of the sales people lay directly at the feet of the manager. The importance and significance of this role can well be illustrated by a recent study that shows that 95% of the CEOs in mid-size companies have at some point in their career filled the role of Sales Manager prior to being promoted to run the company. Clearly, this job matters. The hopes and dreams of the entire company depend on the job being done masterfully. The Sales Boss refers to a sales leader operating at peak performance and overseeing a team of people that outperforms the competition. Inside the cover of this book, the reader will begin a journey that will help them take a deep look into the psychology behind getting a team operating at the highest levels. A step-by- step guide to hiring, training, and managing the team follows this introduction and will leave the reader not only

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with an understanding of what needs to be done but with direct examples of how they can do it"--

"Don't Label Me should be labeled as genius. It's an amazing book." - Chris Rock A unique conversation about diversity, bigotry, and our common humanity, by the New York Times bestselling author, Oprah "Chutzpah" award-winner, and founder of the Moral Courage Project In these United States, discord has hit emergency levels. Civility isn't the reason to repair our caustic chasms. Diversity is. Don't Label Me shows that America's founding genius is diversity of thought. Which is why social justice activists won't win by labeling those who disagree with them. At a time when minorities are fast becoming the majority, a truly new America requires a new way to tribe out. Enter Irshad Manji and her dog, Lily. Raised to believe that dogs are evil, Manji overcame her fear of the "other" to adopt Lily. She got more than she bargained for. Defying her labels as an old, blind dog, Lily engages Manji in a taboo-busting conversation about identity, power, and politics. They're feisty. They're funny. And in working through their challenges to one another, they reveal how to open the hearts of opponents for the sake of enduring progress. Readers who crave concrete tips will be delighted. Studded with insights from epigenetics and epistemology, layered with the lessons of Bruce Lee, Ben Franklin, and Audre Lorde, punctuated with stories about Manji's own

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experiences as a refugee from Africa, a Muslim immigrant to the U.S., and a professor of moral courage, Don't Label Me makes diversity great again.

#1 NEW YORK TIMES BESTSELLER • Brené Brown has taught us what it means to dare greatly, rise strong, and brave the wilderness. Now, based on new research conducted with leaders, change makers, and culture shifters, she's showing us how to put those ideas into practice so we can step up and lead. Look for Brené Brown's new podcast, **Dare to Lead**, as well as her ongoing podcast **Unlocking Us!** **NAMED ONE OF THE BEST BOOKS OF THE YEAR BY BLOOMBERG** Leadership is not about titles, status, and wielding power. A leader is anyone who takes responsibility for recognizing the potential in people and ideas, and has the courage to develop that potential. When we dare to lead, we don't pretend to have the right answers; we stay curious and ask the right questions. We don't see power as finite and hoard it; we know that power becomes infinite when we share it with others. We don't avoid difficult conversations and situations; we lean into vulnerability when it's necessary to do good work. But daring leadership in a culture defined by scarcity, fear, and uncertainty requires skill-building around traits that are deeply and uniquely human. The irony is that we're choosing not to invest in developing the hearts and minds of leaders

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at the exact same time as we're scrambling to figure out what we have to offer that machines and AI can't do better and faster. What can we do better? Empathy, connection, and courage, to start. Four-time #1 New York Times bestselling author Brené Brown has spent the past two decades studying the emotions and experiences that give meaning to our lives, and the past seven years working with transformative leaders and teams spanning the globe. She found that leaders in organizations ranging from small entrepreneurial startups and family-owned businesses to nonprofits, civic organizations, and Fortune 50 companies all ask the same question: How do you cultivate braver, more daring leaders, and how do you embed the value of courage in your culture? In this new book, Brown uses research, stories, and examples to answer these questions in the no-BS style that millions of readers have come to expect and love. Brown writes, "One of the most important findings of my career is that daring leadership is a collection of four skill sets that are 100 percent teachable, observable, and measurable. It's learning and unlearning that requires brave work, tough conversations, and showing up with your whole heart. Easy? No. Because choosing courage over comfort is not always our default. Worth it? Always. We want to be brave with our lives and our work. It's why we're here." Whether you've read *Daring Greatly* and

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Rising Strong or you're new to Brené Brown's work, this book is for anyone who wants to step up and into brave leadership.

Until OpenGL SuperBible, there has been scant material explaining how to use OpenGL under Windows. This thorough resource shows developers the basics of OpenGL programming, describes how OpenGL works with Windows, and provides a comprehensive reference to all OpenGL functions and commands.

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