

Wait, How Do I Write This Email: Game Changing Templates For Networking And The Job Search

New York Times Bestseller USA Today Bestseller The Globe and Mail Bestseller Publishers Weekly Bestseller Whose truth is the lie? Stay up all night reading the sensational psychological thriller that has readers obsessed, from the #1 New York Times bestselling author of It Ends With Us. Lowen Ashleigh is a struggling writer on the brink of financial ruin when she accepts the job offer of a lifetime. Jeremy Crawford, husband of bestselling author Verity Crawford, has hired Lowen to complete the remaining books in a successful series his injured wife is unable to finish. Lowen arrives at the Crawford home, ready to sort through years of Verity’s notes and outlines, hoping to find enough material to get her started. What Lowen doesn’t expect to uncover in the chaotic office is an unfinished autobiography Verity never intended for anyone to read. Page after page of bone-chilling admissions, including Verity’s recollection of the night her family was forever altered. Lowen decides to keep the manuscript hidden from Jeremy, knowing its contents could devastate the already grieving father. But as Lowen’s feelings for Jeremy begin to intensify, she recognizes all the ways she could benefit if he were to read his wife’s words. After all, no matter how deadly her quest is to his injured wife, a truth this horrifying would make it impossible for him to continue loving her.

#1 NEW YORK TIMES BESTSELLER • ONE OF TIME MAGAZINE’S 100 BEST YA BOOKS OF ALL TIME The extraordinary, beloved novel about the ability of books to feed the soul even in the darkest of times. When Death has a story to tell, you listen. It is 1939. Nazi Germany. The country is holding its breath. Death has never been busier, and will become busier still. Liesel Meminger is a foster girl living outside of Munich, who scratches out a meager existence for herself by stealing when she encounters something she can’t resist–books. With the help of her accordion-playing foster father, she learns to read and shares her stolen books with her neighbors during bombing raids as well as with the Jewish man hidden in her basement. In superbly crafted writing that burns with intensity, award-winning author Markus Zusak, author of *I Am the Messenger*, has given us one of the most enduring stories of our time. *“The kind of book that can be life-changing.” –The New York Times “Deserves a place on the same shelf with The Diary of a Young Girl by Anne Frank.” –USA Today DON’T MISS BRIDGE OF CLAY, MARKUS ZUSAK’S FIRST NOVEL SINCE THE BOOK THIEF.*

"Write right - right now - the book by Walter M. Perkins is entertaining and informative for anyone who has ever wanted to write AND publish a book but did not know the steps. The book is broken into easy-to-understand components. Perkins emphasizes the business aspects of writing a book and sheds light on issues such as doing business with graphic designers, agents, publishers, and printers"-- Taken from Amazon.com November 7, 2014.

In the enchanting Midnight in Scotland series, the unlikeliest matches generate the greatest heat. All it takes is a spark of Highland magic. A woman hunted Once a hopeless wallflower, Clarissa Meadows blossomed into a beauty for a single splendid season–only to catch the eye of a madman bent on possessing her. Now, she must flee where he’ll never follow: a friend’s house in the Scottish Highlands. Except he does follow. And Clarissa has nowhere left to run. A protector unbound Campbell MacPherson shouldn’t be dreaming about the fair English lass who blushes like a sunrise, blurts out double entendres over breakfast, and shows a peculiar interest in the size of his hands. But when she reveals the threat putting fear in her eyes, this rough, solitary giant vows his protection, even if it means keeping temptation as close as his next breath. A temptation too hot to deny Clarissa couldn’t ask for a more imposing–or enthralling–bodyguard than Campbell MacPherson. But accepting his protection puts him squarely in a predator’s sights. And soon, she faces an impossible choice: stay in the shelter of his arms or save the man she loves from the wolf she’s brought to his door.

Audrey, Wait!

One Buck at a Time

Don’t Reply All

A Writer’s Guide to Meeting a Deadline

Ernest Hemingway on Writing

They Say / I Say

Chocolate is a book that celebrates diversity, and beauty as they were both ordained by God.It is interesting, uplifting, encouraging, and edifying. And, it brings glory to God.

Dr. King’s best-selling account of the civil rights movement in Birmingham during the spring and summer of 1963 On April 16, 1963, as the violent events of the Birmingham campaign unfolded in the city’s streets, Dr. Martin Luther King, Jr., composed a letter from his prison cell in response to local religious leaders’ criticism of the campaign. The resulting piece of extraordinary protest writing, “Letter from Birmingham Jail,” was widely circulated and published in numerous periodicals. After the conclusion of the campaign and the March on Washington for Jobs and Freedom in 1963, King further developed the ideas introduced in the letter in Why We Can’t Wait, which tells the story of African American activism in the spring and summer of 1963. During this time, Birmingham, Alabama, was perhaps the most racially segregated city in the United States, but the campaign launched by King, Fred Shuttlesworth, and others demonstrated to the world the power of nonviolent direct action. Often applauded as King’s most incisive and eloquent book, Why We Can’t Wait recounts the Birmingham campaign in vivid detail, while underscoring why 1963 was such a crucial year for the civil rights movement. Disappointed by the slow pace of school desegregation and civil rights legislation, King observed that by 1963—during which the country celebrated the one-hundredth anniversary of the Emancipation Proclamation—Asia and Africa were “moving with jettike speed toward gaining political independence but we still creep at a horse-and-buggy pace.” King examines the history of the civil rights struggle, noting tasks that future generations must accomplish to bring about full equality, and asserts that African Americans have already waited over three centuries for civil rights and that it is time to be proactive: “For years now, I have heard the word ‘Wait!’ It rings in the ear of every Negro with piercing familiarity. This ‘Wait’ has almost always meant ‘Never.’ We must come to see, with one of our distinguished jurists, that ‘justice too long delayed is justice denied.’”

Mr. Panda shows that good things come to those who wait! Mr. Panda from Steve Antony’s bestselling, funny manners book Please, Mr. Panda is back!This time, Mr. Panda’s black-and-white animal friends are curious what he’s making, but only one has the patience to stick around. An alpaca, an aardvark, rabbits, and a bird all wind up missing out. It’s the penguin who declares, “I’ll wait, Mr. Panda.” The penguin is rewarded with a big SURPRISE: a giant doughnut!

When Krista Wilbur was a little girl, she dreamed of one day becoming a teacher. But those dreams changed as she faced sexual abuse, an unplanned teen pregnancy, abandonment by her mother, and a violent rape, all within a decade. In spite of these circumstances, Krista found friends who gave her stability and hope and who showed her the love of Jesus... until those things were also taken from her, and her confidence and trust in people and the Church were crushed. Four Letter Words is Krista’s story of resilience. It is a story of surviving devastating abuse and tragedy, finding and losing (and finding again) one’s faith, and hope being written from a place of ashes. Four Letter Words is, above all, the story of God’s great and abiding love, even in a life that doesn’t seem to make any sense.

What to Do When It’s Your Turn

Discovering the Magic at the Heart of Your Differences

Waiting for Tom Hanks

Beautiful World, Where Are You

Poems by Patrick Roche

The Writer Behind the Words (Revised and Updated)

THE INSTANT NEW YORK TIMES BESTSELLER FROM THE #1 NEW YORK TIMES BESTSELLING AUTHOR OF PEOPLE WE MEET ON VACATION! “Original, sparkling bright, and layered with feeling.”--Sally Thorne, author of The Hating Game A romance writer who no longer believes in love and a literary writer stuck in a rut engage in a summer-long challenge that may just upend everything they believe about happily ever afters. Augustus Everett is an acclaimed author of literary fiction. January is a writer who no longer believes in love. After he kills off his entire cast. They're polar opposites. In fact, the only thing they have in common is that for the next three months, they're living in neighboring beach houses, broke, and bogged down with writer's block. Until, one hazy evening, one thing leads to another and they strike a deal designed to force them out of their creative ruts: Augustus will spend the summer writing something happy, and January will pen the next Great American Novel. She'll take him on field to backwoods death cult (obviously). Everyone will finish a book and no one will fall in love. Really.

A full-color book about art, bravery and doing work that matters

California high school student Audrey Cutler dumps self-involved Evan, the lead singer of a little band called The Do-Gooders. Evan writes, “Audrey, Wait!? a break-up song that’s so good it rockets up the billboard charts. And Audrey is suddenly famous! Now rabid fans are invading her school. People is running articles about her arm-warmers. The lead singer of the Lolitas wants her as his muse. (And the Internet is documenting her every move!) Audrey can’t hang out with her best friend with Audrey as she makes headlines, has outrageous amounts of fun, confronts her ex on MTV, and gets the chance to show the world who she really is.

A rom-com-obsessed romantic waiting for her perfect leading man learns that life doesn’t always go according to a script in this delightfully charming and funny novel. Annie Cassidy dreams of being the next Nora Ephron. She spends her days writing screenplays, rewatching Sleepless in Seattle, and waiting for her movie-perfect meet-cute. If she could just find her own Tom Hanks—a man who’s sweet, sensitive, and possibly owns a houseboat—her problems would disappear and the world would be a better place. But when Annie’s neighborhood neighbor Annie gets a job on set, it seems like a sign. Then Annie meets the lead actor, Drew Danforth, a cocky prankster who couldn’t be less like Tom Hanks if he tried. Their meet-cute is more of a meet-fail, but soon Annie finds herself sharing some classic rom-com moments with Drew. Her Tom Hanks can’t be an actor who’s leaving town in a matter of days...can he?

Designed by God

The Open Boat

An Insider’s Account of How Dollar Tree Remade American Retail

A Novel

The Book

Exchange Shame for Redemption

Shows how to turn conflict and disappointment in a relationship into opportunities for learning, mutual growth, and intimacy

In his comprehensive guide, career expert Danny Rubin provides more than 100 critical email and document templates for networking and the job search. With each template, Danny saves you time and takes the stress out of professional email writing.

THIS TITLE HAS BEEN UPDATED TO REFLECT THE 2016 MLA UPDATE. The best-selling book on academic writing in use at more than 1,500 schools. "

Pete Brooks can’t believe he’s waited an entire year for Jess Tagg to return to Montana, only to have her break his heart by getting engaged to her ex-flacncie. Worse, a series of mistakes on the job have cost lives, and Pete isn’t sure he wants to continue to work in Search and Rescue. Maybe if he can just get over Jess, he can figure out how to move forward. EMT Jess Tagg has returned to Montana to finally give her heart to Pete, but it seems he’s no longer interested. When a terrible fight between them sparks an impulsive decision, she finds herself crashed on the side of a highway along with Esme Shaw. And just when she thinks things couldn’t get any worse, she and Esme are taken captive and into the untamed Montana wilderness—with murderous intent. Now Pete and the other PEAK Rescue Team members are in a race against time, the elements, and the actions of a vengeful man. Pete will have to use everything he’s learned to find Jess and Esme—and pray that his past mistakes don’t cost him the life of the woman he can’t stop loving.

Wait 30 Minutes

Four Letter Words

I’ll Wait, Mr. Panda

A 7 Step Guide to Writing and Self Publishing for Entrepreneurs and Non-Writers

The Essential Guide To Turning Your Ph.D. into a Job

A Practical Guide to Productive Academic Writing

What’s it like to live your dream? To live the life of an author? To (finally) be married to the man you love and live in the place you’ve always imagined? With wry humor and insight, Lea Wait, acclaimed author of 14 books in two genres, shares the good, the bad, and the challenging about living in a Maine house built in 1774, meeting publishing deadlines, and loving life. (Most of the time!) Lea always wanted to be an author, a mother, a wife ... and to live on the coast of Maine. She adopted her four daughters as a single mom to Maine and began writing full-time. In 2003 she married Bob Thomas, a man she’d only known 12,994 days. Her story is a treasure for everyone who knows and love Maine, or writing ... or who dreams.

Moved struggle with an email to network or find a job? Help has arrived. In his new book, Wait, How Do I Write This Email?, communications expert Danny Rubin provides 100+ “game-changing” templates for networking, the job search and LinkedIn. As well, the book teaches people how to harness the power of storytelling and build relationships that last

None of them knew the colour of the sky. Their eyes glanced level, and were fastened upon the waves that swept toward them. These waves were of the hue of slate, save for the tops, which were of foaming white, and all of the men knew the colours of the sea. The horizon narrowed and widened, and dipped and rose, and at all times its edge was jagged with waves that seemed thrust up in points like rocks. Many a man ought to have a bath-tub larger than the boat which here rode upon the sea. These waves veered and each froth-top was a problem in small boat navigation. The cook squatted in the bottom and looked with both eyes at the six inches of gunwale which separated him from the ocean. His sleeves were rolled over his fat forearms, and the two flaps of his unbuttoned vest dangled as he bent to bail out the boat. Often he said: "Gawd! That was a narrow clip." As he remarked it he invariably gazed eastward over the broken sea. The oiler, steering with one of the two oars in the boat, sometimes raised himself suddenly and looked at a thin little oar and it seemed often ready to snap. The correspondent, pulling at the other oar, watched the waves and wondered why he was there. -- Taken from "The Open Boat" written by Stephen Crane

With his third book in the Wait, How Do I? series, author Danny Rubin tackles the many challenges leaders face as they compose an email, write a report or stand before a crowd.¿ What are simple ways to strengthen any leader’s writing skills(ex: know when to use “then” or “than”)¿ How should leaders compose emails that leave a lasting impact?¿ How can leaders create winning sales decks and give presentations that capture the attention of the room?It’s all about communication skills.Rubin has already covered

How Do I Write This Email?) and entrepreneurship (Wait, How Do I Promote My Business?) to help people look their best.Now, he’s back with a collection that will make any leader-new or veteran-a pro with the written word.

Those Who Wait

The Temptation of a Highlander

Can't Wait to Get to Heaven

Beach Read

The Professor Is In

Wait for God to Notice

The definitive career guide for grad students, adjuncts, post-docs and anyone else eager to get tenure or turn their Ph.D. into their ideal job Each year tens of thousands of students will, after years of hard work and enormous amounts of money, earn their Ph.D. And each year only a small percentage of them will land a job that justifies and rewards their investment. For every comfortably tenured professor or well-paid former academic, there are countless underpaid and overworked adjuncts, and many more who simply give up in frustration. Those who do make it share an important asset that separates them from the pack: they have a plan. They understand exactly what they need to do to set themselves up for success. They know what really moves the needle in academic job searches, how to avoid the all-too-common mistakes that sink so many of their peers, and how to decide when to point their Ph.D. toward other, non-academic options. Karen Kalsky has made it her mission to help readers join the select few who get the most out of their Ph.D. As a former tenured professor and department head who oversaw numerous academic job searches, she knows from experience exactly what gets an academic applicant a job. And as the creator of the popular and widely respected advice site The Professor Is In, she has helped countless Ph.D.’ s turn themselves into stronger applicants and land their dream careers. Now, for the first time ever, Karen has poured all her best advice into a single handy guide that addresses the most important issues facing any Ph.D., including -When, where, and when to publish -Writing a foolproof grant application -Cultivating references and crafting the perfect CV -Acing the job talk and campus interview -Avoiding the adjunct trap -Making the leap to nonacademic work, when the time is right The Professor Is In addresses all of these issues, and many more.

Have you always wanted to write a book but, just never get around to it? Do you lack confidence in yourself as a writer? Need inspiration? How to Write a Book in a Week (A Writer’s Guide to Meeting a Deadline) is the answer to all of these questions and more.

AN INSTANT #1 NEW YORK TIMES BESTSELLER Beautiful World, Where Are You is a new novel by Sally Rooney, the bestselling author of Normal People and Conversations with Friends. Alice, a novelist, meets Felix, who works in a warehouse, and asks him if he’ d like to travel to Rome with her. In Dublin, her best friend, Eileen, is getting over a break-up, and slips back into flirting with Simon, a man she has known since childhood. Alice, Felix, Eileen, and Simon are still young—but life is catching up with them. They desire each other, they delude each other, they get together, they break apart. They have their way about sex, they worry about their friendships and the world they live in. Are they standing in the last lighted room before the darkness, bearing witness to something? Will they find a way to believe in a beautiful world?

Presents the text of Alice Walker’s story “Everyday Use,” contains background essays that provide insight into the story, and features a selection of critical response. Includes a chronology and an interview with the author.

Why We Can’t Wait

WAIT HOW DO I PROMOTE MY BUSIN

Wait, How Do I Lead My Team?

Wait for Me (Montana Rescue Book #6)

Seven Principles for Managing Difficult Conversations at Work

"A highly motivational resource." The Midwest Book Review At some point in their career, all writers experience either the pain of rejection, discouragement, disappointment, and/or other hazards of the writing life. The key is to identify the obstacles ahead and know how to overcome them. - Learn the truth about failure. - Discover the ultimate dream killer. - Find out how to get rid of a wet blanket - Discover the one secret every full-time writer knows - And much more This revised and update edition includes information for indie authors, expands on the necessary traits of long-term professionals and addresses other changes in the industry. Your destiny is at hand! Much-loved actor and radio presenter Kate Ritchie’s first book is a beautiful tribute to the joy and anticipation of expecting a child. When you were still a treasured bump, tucked safe away inside, I thought about you night and day and in my sleep – it’s true. My heart was full of hope and love. I just couldn’t wait to meet you. A heartwarming story to share with the children in your family.

For over thirty years, Dollar Tree has succeeded at something the retail industry thought impossible: selling goods of surprising quality for no more than a dollar apiece, and in the process earning profits that defy common sense.In One Buck at a Time, company cofounder Macon Brock leads readers through the twisty path that saw Dollar Tree mushroom from a humble five-and-dime in Norfolk, Virginia, into one of the fastest-growing businesses in America—one that today operates more than 14,000 stores, provides jobs for 165,000 people, and is climbing the Fortune 500.During every step of its growth, Dollar Tree has had to re-prove its concept to people who can’t believe its success. Not long after entering the marketplace, the company faced a crisis of conscience. In view of inflation and pressure from suppliers, how long could it stick to its one-dollar price point? Would it have to abandon its founding principle and become just another Walmart competitor?Brock devised an experiment—he acquired a mixed bag of items Dollar Tree could sell for one dollar, for two dollars, for three and five, dumped them on a desk, and asked company officials to separate them into price piles.They couldn’t do it. Even Brock was surprised.One Buck at a Time is an informal history of budget retail and a how-to on doing it right. Brock credits everyone from executives to store managers and associates for their devotion to a corporate culture of value and service. And yes, he paints an entertaining picture of how Dollar Tree fulfills its mission—how it scours the globe to maintain the all-important price point while fashioning a product mix that never fails to surprise and delight.

The former football coach and latter-day television commentator offers a very personal account of his years as a college coach, coach of the champion Oakland Raiders, sports announcer, and TV-commercial star

On Writing

Verity

The Book Thief

The New Intimacy

Joy Will Come

(and It’s Always Your Turn)

Combining southern warmth with unabashed emotion and side-splitting hilarity, Fannie Flagg takes readers back to Elmwood Springs, Missouri, where the most unlikely and surprising experiences of a high-spirited octogenarian inspire a town to ponder the age-old question: Why are we here? Life is the strangest thing. One minute, Mrs. Elnor Shimfissle is up in her tree, picking figs, and the next thing she knows, she is off on an adventure she never dreamed of, running into people she never in a million years expected to meet. Meanwhile, back home, Elnor’s nervous, high-strung niece Norma faints and winds up in bed with a cold rag on her head; Elnor’s neighbor Verbena rushes immediately to the Bible; her truck driver friend, Luther Griggs, runs his eighteen-wheeler into a ditch—and the entire town is spinning for a loop and left wondering. “What is life all about, anyway?” Except for Tot Whooten, who owns Tot’s Tell It Like It Is Beauty Shop. Her main concern is that the end of the world might come before she can collect her social security. In this comedy-mystery, those near and dear to Elnor discover something wonderful: Heaven is actually right here, right now, with people you love, neighbors you help, friendships you keep. Can’t Wait to Get to Heaven is proof once more that Fannie Flagg “was put on this earth to write” (Southern Living), spinning tales as sweet and refreshing as iced tea on a summer day, with a little extra kick thrown in.

Have you ever made a mistake so big that you felt overwhelmed by the weight of it? Has the shame of your sin made you feel so lost that you felt that God could never reach you or hear your cry? Did your actions not only hurt the ones you love but ruined their perfect lives as well? Joy Will Come is a story of a gifted teenage girl with the perfect Christian life and the perfect Christian family who was suddenly wrecked by the hidden secret of sin, pregnancy and shame. While her friends were busy enjoying their senior year of high school and making plans to attend college, Lindsay was trying to hide the growing bump of an unplanned pregnancy while trying to fight the spiritual battle of losing her joy...carrying the guilt and shame she had brought on herself, her family and her God. Lindsay and her family’s story is one of God’s unconditional love and His redemptive plan, which He put into action in the Garden of Eden. This is a story told through two voices, Lindsay’s and her mother, Scarlett, who leads a ministry of her own. Their story is our story. It’s a story of God’s love, so pure and so powerful that it can reach all the way through our sin and shame to touch us with love and bring us back to His heart, back into His arms of redemption. No sin, no shame or rebellious heart can keep you separated from His ultimate plan to restore and reunite you with Him. The purpose of this book is not just to tell their story of sin, shame and confusion, but to tell His story of redemption and encourage you that your joy will come. No matter where you are in life, no matter what mistake, habit, life choice or sin has derailed you from your destiny, He longs to wrap His arms around you and forgive you and bring you back to His lap to restore your joy and peace. He longs to show you that you can laugh, love and live again in Him. Let this story minister to you or the ones you love and be YOUR first step on YOUR path to YOUR restoration. YOUR Joy Will Come.

Are you avoiding an uncomfortable conversation at work? If you’re an executive or a team leader, strengthening your organization’s ability to have difficult conversations is necessary and worth the discomfort. The key to successful dialogue starts and ends with changing the conversation. Recognizing that it takes two people to engage in meaningful outcomes, Can We Talk? outlines what each contributor needs to do to achieve the best possible result. Using examples from everyday work situations, this book offers guidance on how to create the right conditions for a meaningful discussion. The author identifies the seven key principles that enable both parties to gain a deeper understanding of what the other person may be thinking and will help establish their point of view more clearly: confidence, clarity, compassion, curiosity, compromise, credibility, courage. Can We Talk? includes examples and advice from those who have been there and thrived, as well as lessons learned from conversation failures and example scripts of productive conversations. Readers will learn how to prepare, start and manage the potentially challenging exchange of words that typically occur at work, and come away with an understanding that for any conversation to take place, both parties must be engaged.

All students and professors need to write, and many struggle to finish their stalled dissertations, journal articles, book chapters, or grant proposals. Writing is hard work and can be difficult to wedge into a frenetic academic schedule. In this practical, light-hearted, and encouraging book, Paul Silvia explains that writing productively does not require innate skills or special traits but specific tactics and actions. Drawing examples from his own field of psychology, he shows readers how to overcome motivational roadblocks and become prolific without sacrificing evenings, weekends, and vacations. After describing strategies for writing productively, the author gives detailed advice from the trenches on how to write, submit, revise, and resubmit articles, how to improve writing quality, and how to write and publish academic work.

Write Right-Right Now,

How to Write a Lot

Inspiring Templates for Interoffice Emails, Client Outreach, Presentations and More

How to Write a Book in a Week

Can We Talk?

Game-Changing Templates for Networking and the Job Search

Sutton Spencer’s ideas for her life were fairly simple: finish graduate school and fall in love. It would be a lot simpler if she could pinpoint exactly what she should do when she graduates in less than a year. Oh, and if she could figure out how to talk to a woman without feeling like a total mess, that would be great too. Charlotte Thompson is very much the opposite. She’s always had clear steps outlining her path to success with no time or inclination for romance. Her burgeoning career in politics means everything to her and she’s not willing to compromise it for something as insignificant as love. Fleeting, casual, and discreet worked perfectly fine. When they met through a dating app, it’s immediately clear that they aren’t suited for anything more than friendship. Right?

An assemblage of reflections on the nature of writing and the writer from one of the greatest American writers of the twentieth century. Throughout Hemingway’s career as a writer, he maintained that it was bad luck to talk about writing—that it takes off “whatever butterflies have on their wings and the arrangement of hawk’s feathers if you show it or talk about it.” Despite this belief, by the end of his life he had done just what he intended not to do. In his novels and stories, in letters to editors, friends, fellow artists, and critics, in interviews and in commissioned articles on the subject, Hemingway wrote often about writing. And he wrote as well and as incisively about the subject as any writer who ever lived...This book contains Hemingway’s reflections on the nature of the writer and on elements of the writer’s life, including specific and helpful advice to writers on the craft of writing, work habits, and discipline. The Hemingway personality comes through in general wisdom, wit, humor, and insight, and in his insistence on the integrity of the writer and of the profession itself. —Tom W. Phillips

*Are you frustrated with the amount of time you spend managing your emails every day? Don't Reply All show you how to use email more efficiently. Most employees spend over 11 hours a week reading and replying to emails. In this book, you'll learn how to spend less time and make your messages more effective. You'll get research-based guidelines for improving the way you communicate with your team members. Here is a partial list of what's covered: How to use the "3Ws" to clearly assign tasks in emails and get things done. Four recommendations to help you create powerful subject lines to ensure that your emails are read. How to use "I/...then..." statements in your messages to improve clarity, increase accountability, and reduce the amount of follow-ups. Tips to show you how to format your email so readers will easily be able to see the most important parts of your message. How to list questions and present options instead of asking open-ended queries to reduce back & forth emails. How to improve your email open-rate by using the "Delay Delivery" feature to schedule your emails in advance. Here's what's included in the book:
Tactic #1: Assign Tasks in an Email Using the "3Ws"
Tactic #2: Write the Perfect Subject Line
Tactic #3: TL;DR - Write Emails That are Five Sentences or Less
Tactic #4: Break Long Emails into Two Parts
Tactic #5: Make Your Emails Scannable
Tactic #6: Show Instead of Tell by Attaching Screenshots
Tactic #7: Spell Out Time Zones, Dates, and Acronyms
Tactic #8: Use "I/...then..." Statements
Tactic #9: Present Options Instead of Asking Open-Ended Questions
Tactic #10: Re-Read Your Email Once for a Content Check
Tactic #11: Save Drafts of Repetitive Emails
Tactic #12: Write It Now, Send It Later
Using Delay Delivery
Tactic #13: Don't Reply All (Unless You Absolutely Have To)
Tactic #16: Reply to Long Questions
Inline
Tactic #17: Write Immediately to Time-Sensitive Emails
Tactic #18: Read the Latest Email on a Thread Before Responding
Tactic #17: Write the Perfect Out-of-Office (OOO) Auto Reply
Tactic #17: Share the Rules of Email Ahead of Time
Free Bonus As a free bonus for purchasing this book, you'll get a downloadable cheat sheet (a PDF file) that summarizes the content on one single page. You'll also get a PowerPoint presentation (a PPT file) that also summarizes the tactics in the book, but in more detail so you can share the deck with your team. Would you like to learn more? Download Don't Reply All now to get started right away. Scroll to the top of this page and click on the "buy button.*

The debut poetry chapbook from Patrick Roche, Wait 30 Minutes investigates topics of love, loss, sexuality, memory, family, mental health, substance abuse, and the intersections of all of those and more. This collection contains poems which have garnered Roche over 3 million views through videos of his performances, as well as new poems previously unheard or unpublished.

Everyday Use

Wait, How Do I Write This Email?

Living and Writing on the Coast of Maine

The Moves That Matter In Academic Writing - With 2016 Mla Update

Finding Hope in a Tiny Wild Life

18 Email Tactics That Help You Write Better Emails and Improve Communication With Your Team

Is this the year you are finally going to share your message with the world? Don't let the idea of having to write a book hold you back. It's easier than you think, and you don't even have to actually write the book yourself... Never thought about writing a book? Maybe you should consider it! Publishing a book will give you expert status, help spread your message and increase sales of your other products and services. It may even kick-start or boost your public speaking career. Writing, publishing and promoting a book has never been easier. You can do it in a week. This guide will teach you: The best kept secrets to a quick start for writing, promotion and sales Smart writing process hacks Alternatives to writing the book yourself Self-publishing The keys to launching a successful book, superfast !I just published my book. What I haven't been able to achieve in the past three years! I did in just 7 days! Chris About the authors Esther Jacobs (The Netherlands, 1970) is an international (TED) speaker and author. Esther has been over 1000 keynotes and is (co)author of 21 books. Her workshops have helped over 400 entrepreneurs to write their book. The NO EXCUSES LADY helps leaders and entrepreneurs to transform their

challenges into opportunities. Marie Stern (Germany, 1982) is an "Amazon Self-Publishing Ninja." She authored 7 bestselling Amazon books, even though she wasn't even good at writing in school. However, she spent many hours browsing and reading in bookstores, discovering the secret behind successful books. As a former data mining analyst, she knows how important research is and how to find structure in any process. Marie helped many non-writers have their book written and likes to share her best knowledge on how to self-publishing and sell books. Esther and Marie met at a conference, where they were giving a book writing workshop. They decided to write this book in just one day, using their own tested method. And now they're inviting you to try it, too!

Wait for God to Notice is a love letter to an adopted country with an unstable past and an undeniable endurance to heal. In 1975, Uganda's Finance Minister escaped to England saying, "To live in Uganda today is hell." Idi Amin had declared himself president for life, the economy had crashed, and Ugandans were disappearing. One year later, the Fordham family arrived as Seventh-day Adventist missionaries. Fordham narrates her childhood with lush, observant prose that is also at times quite funny. She describes her family's insular faith, her mother's Finnish heritage, the growing conflict between her parents, the dangerous politics of Uganda, and the magic of living in a house in the jungle. Driver ants stream through their bedrooms, mambas drop out of the stove, and monkeys steal their tomatoes. Wait for God to Notice is a memoir about mothers and daughters and about how children both know and don't know their parents. As teens, Fordham and her sister, Sonja, considered their mother overly cautious. After their mother dies of cancer, the author begins to wonder who her mother really was. As she recalls her childhood in Uganda—the way her mother killed snakes, sweet-talked soldiers, and sold goods on the black market—Fordham understands that the legacy her mother left her daughters is one of courage and capability. Sari Fordam has lived in Uganda, Kenya, Thailand, South Korea, and Austria. She received an M.F.A. from the University of Minnesota, and now teaches at La Sierra University. She lives in California with her husband and daughter. This is her first book.

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