

SMART COMMUNICATOR'S PLAYBOOK

Real Strategies to keep you heard and respected at work.

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WHY ENHANCE YOUR COMMUNICATION?

Most professionals don'tneed help knowing what to say. They need help being heard.

Communication isn't about being the loudest in the room, it's about being strategic and intentional with your presence and your words.

POWER PHRASES

01 WHEN YOU'RE INTERRUPTED OR RUSHED

Do you ever...

- Start sharing an idea and someone jumps in before you've finished?
- Feel like you lost your train of thought becauseof a disruption?
- Rush to finish your point because you're worried you're taking up too much space?

Try saying:

- "I'dlike to finishthat thought—it tiesdirectly to where we're headed." (interruption)
- "Let me go back to that for a second—it's an important piece of what I was trying to convey." (loss of momentum)
- "I know I went over that quickly, but the key takeawayhere is this..."(rushed finish)

These phrases help you reclaim space without apology. They give your message weight,while signaling confidence and presence, even in a fast-moving conversation.

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POWER PHRASES

02 WHEN YOU WANT TO PUSH BACK WITHOUT THE LABEL

Do you ever...

- Hesitate to speak up when you disagree because you don't want to seem combative?
- Worry that offeringa different opinionwill put you in a negative light?
- Feel like you're stuck between being agreeable and being honest?

Try saying:

- "Can I offer a different take before we lock that in?" (collaborative & non-confrontational)
- "I'm wondering if there's anotherangle that might help us avoid potential friction later on." (solution-oriented)
- "Just one quick thought before we finalize.
- Something came up that might be worth considering." (protective framing)

These phrases let you share a contrasting perspective without triggering defensiveness. You shift the focus away from who's right and onto what's best. That's influence, not conflict.

POWER PHRASES

03 WHEN YOU WANT TO BE CONSIDERED FOR A PROMOTION

Do you ever...

- Hope your hardwork will speakfor itself, butit never quite does?
- Worrythat expressing yourambition will comeoff as pushy, self-serving or arrogant?
- Feel like othersget tapped forgrowth opportunities while you stay stuck?

Try saying:

- “I’ve been thinking abouthow I can grow withinthe company, and I’d love to talk about what the next step might look like.” (initiative without
- entitlement)
- “My goal is to contribute at a higher level. Can we talk about how I can prepare for future leadership opportunities?” (readiness and value-add)
- “I’d like to explore how I can add more value, and
- “I’m open to feedback on what it would take to move into a new role.” (invites feedback and expresses interest)

These phrases let you share a contrasting perspective without triggering defensiveness. You shift the focus away from who’s right and onto what’s best. That’s how you own your value!

MINDSET SHIFTS

Mindset Shift: Being QuietIsn't the Same as Being Strategic

Old Belief:

"I'll just keep my head down and let my work speak for itself."

The Shift

Silence may feel safe, but in the workplace, it's often misread as disinterest, hesitation, or a lack of leadership presence.

Try this instead

Choose one moment this week to speak up, even if it is briefly; do it clearly and intentionally.

Your voice doesn'tneed to be loud. It needs to be consistent and anchored in what matters.

WANNA GO DEEPER?

YOU'RE NOT JUST HERE TO TAKE NOTES. YOU'RE HERE TO MAKE MOVES.

If this cheat sheet hit home, imaginewhat we can do in real time.

If you're ready to:
Speak up with confidence in high-stakes meetings
Lead with clarityand influence
Stop shrinking and start beingheard

One of my coachingprograms (one-on-one, small group, or team workshops) might be the catalyst to get you there.

Book a FREE discovery call to exploreyour next step.

Let's match your communication to your ambition.

BOOK A DISCOVERY CALL NOW

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