

Be Seen & Heard In Every Meeting

Using These Prompts



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Whether you're looking to speak up more often in meetings to show that you're engaged, confirm your understanding of what's being discussed, or actively contribute fresh ideas, these prompts are for you!

Use them to contribute to the meeting and remind them that you're present, invested, and have tremendous value to add.

Showing Engagement & Gaining Clarity	Demonstrating Leadership & Proactivity
"I like that idea, [Name], because..."	"Has anyone thought about/considered how this will [insert question/concern you have]?"
"Just so I'm clear, you want [X deliverable by X time], is that right?"	"That's great, [Name], we should also [insert your idea]"
"So what I'm hearing is..."	"[Name] would you mind [insert task you're delegating]? In the meantime, I'll work on X"
"Quick question regarding that point..."	"I'd love to also see us [insert your idea for improvement]"