

Confidence Double Shot



SENIOR MANAGER *CHEAT SHEET*

47 must-know phrases for an **instant confidence boost** in your next meeting

CONFIDENT
BUSINESS
ENGLISH

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Find it hard to speak up in meetings?

I'm not surprised! It's intimidating. You're in a managerial role and quite frankly, you don't want to look like an idiot.

That's why I came up with this easy-to-use meetings cheat sheet. If you know what you're saying is right, you will feel less stressed and more confident to speak.

I've tested this out with my clients over 5 years and they love it and that's why I want you to have copy too. It's literally all the essentials on one page.

Print it out, open the PDF on your phone, put in the corner of your screen or you could even get old school and laminate it! Whatever floats your boat.

Just like that beautiful first sip of coffee in the morning, give yourself a instant boost to speak up in your next meeting.

Good luck and let me know how it goes. Anna



THE CHEAT SHEET

INTERRUPT

Sorry to interrupt but...

Sorry to jump in but...

Sorry to cut you off but...

Sorry to stop you there...

If I may interrupt...

ADD

Could I say something?

Could I add something?

May I share something?

May I mention something?

Can I chip in a moment?

SUGGEST

Perhaps we could...

Maybe we should...

Don't you think...?

Wouldn't it be better to...?

It might be good to...

CLARIFY

Could you repeat that?

Could you say that again?

Could you clarify that?

Would you mind repeating that?

Would you mind going over that again?

Would it be okay to recap that part?

AGREEMENT

I completely agree.

I agree to a point, however...

I'm not sure I agree.

I'm in the middle.

I wouldn't agree.

I'm afraid I disagree.

I'm afraid I don't agree at all.

I completely disagree.

OBJECTIONS

I see where you are coming from however...

I appreciate what you are saying but...

I understand what you mean however...

I appreciate your point, however...

I see your point, although...

OPINION

From my perspective...

From my point of view...

From my standpoint...

In my opinion...

In my view...

As far as I'm concerned...

Personally speaking...

For me...

INPUT

What do you think?

What are your thoughts?

How does that sound?

Does anyone have any comments?

Would anyone like to comment?

If you are ever stressing about what to say, remember this:
***Tell your colleagues what they need to know,
in as few words as possible, as simply as possible.***