

FREE RESOURCE



TRANSFORM YOUR CAREER **SPEAK LIKE A LEADER**

27 Confident Statement

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BEFORE WE START...

Do you find yourself second-guessing your words or ending your ideas with questions?

This cheat sheet will help you reframe hesitant language into powerful, confident statements that command attention and respect.

Wish you all the best.

Maria

SPEAK LIKE A LEADER CHEAT SHEET



SHARING IDEAS

- 1** Instead of: "What if we tried doing X?"
Say: "Here's what I recommend: X...."
- 2** Instead of: "Do you think this is a good idea?"
Say: "This is a strong idea because...."
- 3** Instead of: "Could we approach this differently?"
Say: "Here's another approach to consider...."

GIVING UPDATES

- 4** Instead of: "Is this what you were looking for?"
Say: "Here's the update you requested."
- 5** Instead of: "Does this make sense?"
Say: "Let me know if you need clarification"
- 6** Instead of: "Should I move forward with this plan?"
Say: "I'm ready to move forward with this plan..."

HANDLING FEEDBACK

- 7** Instead of: "Was that ok?"
Say: "This is what I delivered and why..."
- 8** Instead of: "Do you think I can improve this?"
Say: "Here's where I see room for improvement..."
- 9** Instead of: "Is this good enough?"
Say: "This meets the requirements and aligns with the goals."

IN MEETINGS

- 10** Instead of: "Can I add something here?"
Say: "I'd like to add to this conversation."
- 11** Instead of: "What do you all think about X?"
Say: "Here's my take on X."
- 12** Instead of: "Is it OK if we revisit this topic?"
Say: "Let's revisit this topic and refine our approach.."

ASKING FOR HELP

- 13** Instead of: "Can you help me with this?"
Say: "I'd appreciate your help with this task."
- 14** Instead of: "Is it possible for you to review this?"
Say: "Please review this and share your feedback."
- 15** Instead of: "Am I understanding this correctly?"
Say: "Here's my understanding."

NEGOTIATIONS

- 16** Instead of: "Do you think I deserve a raise?"
Say: "I deserve a raise based on my contributions."
- 17** Instead of: "Is it OK to ask for more resources?"
Say: "We need additional resources to meet our goals..."
- 18** Instead of: "Can we adjust this timeline?"
Say: "Timeline need to be adjusted to ensure quality results."

CLOSING CONVERSATIONS

- 19** Instead of: "Is this what you wanted to hear?"
Say: "This aligns with your expectations."
- 20** Instead of: "Do you think this went well?"
Say: "This was a productive conversation because..."
- 21** Instead of: "Should we wrap this up now?"
Say: "Let's wrap this up and move forward."

PROJECT LEADERSHIP

- 22** Instead of: "Should we move this deadline?"
Say: "We need to move this deadline to meet X"
- 23** Instead of: "Does anyone have any concern?"
Say: "Let me know if there are concerns about this approach."
- 24** Instead of: "What should we do next?"
Say: "Here's the next step: X...."

CAREER ADVANCEMENT

- 25** Instead of: "Can I take on more responsibility?"
Say: "I'd like to take on more responsibility."
- 26** Instead of: "Am I ready for a leadership role?"
Say: "I'm ready to take on a leadership role and here's why..."
- 27** Instead of: "Would you consider me for this opportunity?"
Say: "I'm the right fit for this opportunity because...."

Practice reframing your language and watch how people start responding to you differently.

WANT TO STAND OUT WITH EXECUTIVE PRESENECE ?

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www.mariawandelstam.com

Executive Coaching for
professionals and teams



*I don't do cheerleading.
I help professionals get results by treating their career
and rebrand like a business strategy, not a hobby.*

:) Maria