

COMMUNICATE COURAGEOUSLY

- **DROP THE DIMINISHERS**
Eliminate words like *just*, *actually* and *sorry* when they aren't necessary. They subtly undercut your message.
- **LEAD WITH YOUR POINT**
Don't bury your main idea. Start strong: "Here's what I propose..." or "My recommendation is..."
- **OWN YOUR VALUE OUT LOUD**
Shift your inner dialogue from "Do I belong here?" to "My voice adds value here." It shapes how others hear you.
- **USE THE "3CS" RULE**
Aim for communication that is Clear, Concise, and Confident—whether it's an email, meeting contribution, or elevator pitch.
- **REPLACE PERFECTION WITH PRESENCE**
Don't wait to speak until your thought is flawless. Say it. Then refine it if needed. Courageous communication is iterative.
- **ASK FOR FEEDBACK WITH INTENTION**
Use a growth-minded prompt like: "What's one way I could communicate more effectively in meetings?"
- **PRACTICE BOUNDARIED 'NO'S'**
Decline or push back without over-explaining: "I don't have the bandwidth for that right now, but here's an alternative."
- **RECLAIM INTERRUPTIONS GRACEFULLY**
If you're cut off: "Let me finish that thought..." or "I'd like to circle back to what I was saying."
- **AUTHORITY BY DESIGN**
Frame your responses like this: What I think → Why I think it → What it means for us
- **BE COURAGEOUS, SPEAK WITH CONFIDENCE**
You don't need to feel confident to speak courageously. Picture yourself taking action despite uncertainty—it builds true presence over time.