

## Week 7: Be heard in the room

Everything for the week on one page: your moves, worksheet, scripts.

### This week's moves

#### Move 1

10 min prep · ☐ Said

**Speak in the first ten minutes.** Pick one meeting this week. Prepare one contribution in advance (script 1 or 2) so you're not composing under pressure. Say it early.

#### Move 2

10 min · ☐ Sent

**Timestamp one idea.** Take an idea you'd normally float verbally and put it in writing first: a short email or channel message, script 5.

#### Move 3

10 min · ☐ Said

**Rehearse the reclaim, out loud, once.** Script 3. You're not waiting for it to happen to find the words. Saying it to the mirror counts.

### Meeting prep card (write it before you walk in)

|                                 |  |
|---------------------------------|--|
| ONE CONTRIBUTION (SAY IT EARLY) |  |
| ONE SHARP QUESTION              |  |

### Script cards (cut along the dashed lines)

#### 1. The early contribution

"Before we move on, one thing from my side: [point, one sentence]."

#### 2. The sharp question

"Can I ask where [X] fits in this plan? It affects [the thing you own]."

#### 3. The credit reclaim, calm version

"Glad that idea's getting traction. When I raised it earlier I also suggested [addition], and here's how the two fit together." You sound like the owner, because you are.

#### 4. The quiet reminder

"Building on what I proposed earlier: [next step]." Factual, attaches your name without a fight.

#### 5. The timestamp

"Following up on today's discussion. My proposal: [idea in two sentences]. Happy to flesh this out if useful." Send it the same day.

## Re-entry note

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Behind? This week stands alone. Speaking early once changes more than catching up on paper. Do move 1.

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