

Week 3: Speaking up and keeping credit

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

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 figure out 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]." Quiet, 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.

Self-score: Week 3

Score each statement from 1 (not true) to 5 (true). Mark one box per row.

1. People beyond my manager could name what I'm working on right now.

1☐ 2☐ 3☐ 4☐ 5☐
2. I can state my last win in one sentence without shrinking it.

1☐ 2☐ 3☐ 4☐ 5☐
3. I said something in a meeting this week that wasn't a status update.

1☐ 2☐ 3☐ 4☐ 5☐
4. My wins from the last month are written down where I can find them.

1☐ 2☐ 3☐ 4☐ 5☐

Re-entry note

Behind? This week stands alone. Do move 1 this week and let weeks 1 and 2 wait. Speaking early once changes more than catching up on paper.

Print for your own use. From The Visibility Playbook at hersforthetaking.com.