

10 Phrases for Meetings

Short, ready-to-use lines that help you be heard, stay professional and move decisions forward. Pick two this week and try them.

1	Set the aim <i>"Let me start with the outcome we need from this meeting."</i> Use it at the start, or when the discussion drifts. A clear aim keeps everyone useful.
2	Finish your point <i>"I'd like to finish this point, then I'll gladly hear your view."</i> Use it when you are interrupted. It protects your time without sounding rude.
3	Build on others <i>"Building on [name]'s point, I'd add..."</i> Credits the other person and makes your idea easier to accept.
4	Disagree respectfully <i>"I see it differently, and here is why."</i> Says you disagree, then gives a reason. Stays calm and keeps trust.
5	Ask to understand <i>"Can you help me understand how that affects the timeline?"</i> A question sounds less like an attack and often exposes the real risk.
6	Check understanding <i>"Let me check I have this right: you are saying..."</i> Prevents rework. People also feel heard.
7	Offer a trade-off <i>"I can do X by Friday, or Y by next week. Which matters more?"</i> A respectful way to say no to extra work: you show the cost of each choice.
8	Park a tangent <i>"That is important. Can we park it and come back after the agenda?"</i> Keeps the meeting on track without dismissing the person.
9	Admit what you don't know <i>"I don't have that yet. I'll find out and reply by 3 pm tomorrow."</i> Honest and credible. The deadline turns a gap into a commitment.
10	Close with actions <i>"To summarise: we agreed A, B and C. [Name] owns the next step by [date]."</i> The strongest closing line. Every action gets an owner and a date.

A 1:1 Meeting Agenda You Can Reuse

A 30-minute structure for managers and team members. Keep the same format every week so the meeting becomes a habit, not a status report.

Time	Section	What to do
5 min	Check-in	How are you, really? Workload, energy, anything on your mind.
10 min	Their topics first	The team member sets the agenda: questions, blockers, ideas.
5 min	Progress and priorities	What moved forward since last time? What matters most this week?
5 min	Feedback both ways	One thing that went well, one thing to improve. Ask for feedback on your support too.
5 min	Actions	Write down who does what by when. Share it the same day.

Good questions to ask

- What is the one thing that would make your week easier?
- What are you working on that you are proud of, and what is stuck?
- Where do you want more support or more freedom from me?
- What is one skill you would like to grow this quarter?
- What could we stop doing, or do differently, as a team?
- What feedback do you have for me?

Notes and actions

Want to go further?

Read the free articles and video lessons at enhancesmartskills.com. For a deeper guide to being seen, heard and chosen at work, see the book **SEEN. HEARD. CHOSEN.** by Atul Sharma PMP on the My Books page.