

# 21 Phrases That Change the Room

## Quick Reference Index

This quick reference index helps you navigate key communication strategies to effectively handle challenging professional situations. Each phrase is designed to empower you with confidence and control in crucial moments.

### How to Use This Guide

Jump directly to the situations that challenge you most, or read through to build a comprehensive toolkit for impactful communication. Each section offers concise, actionable advice.

### How to Use This Guide

- Pick the situation.
- Say the **10-second** line first.
- If needed, use the **30-second** version.
- Close with a calm **"what happens next."** Tip: Speak slowly. Short sentences land better.

### The 21 Phrases by Situation:

1 Interruptions / Being Talked Over

2 Idea Diluted or Repackaged

3 Vague Feedback ("Be more strategic")

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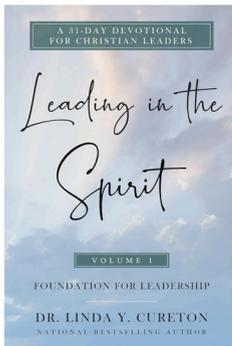
#### Practice Box (Micro-Drills)

Sharpen your skills with practical exercises designed to embed these phrases into your communication style. Each micro-drill provides a scenario and guidance for practice.



#### Next Steps & Resources

Continue your growth journey with additional recommendations and valuable resources to further enhance your communication prowess.



 Amazon.com



### **Leading in the Spirit: Foundation for Leadership (Leadership for Such a Time ...**

Leading in the Spirit: Foundation for Leadership (Leadership for Such a Time as This) – Kindle edition by Cureton, Linda. Download it once and read it on your Kindle device, PC,...

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## **Visible Credit (Kindly)**

Ensure your work is properly attributed

# Interruptions / Being Talked Over

## 10-second response

"Let me finish the thought, then I'm keen to hear yours."

## 30-second response

"I'll land this in 20 seconds. The key point is X; the next step I'm proposing is Y. Then I'd love your take."

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# Idea Diluted or Repackaged

## 10-second response

"Appreciate the build. To recap, the approach I proposed was X—happy to co-own next steps."

## 30-second response

"Thanks for extending the idea. For clarity, the original plan I brought was X because Y. I'm glad we're aligned on Z outcome. Let's split next steps A/B."

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# Vague Feedback ("Be more strategic")

## 10-second response

"Helpful—what would 'good' look like next time?"

## 30-second response

"When you say 'more strategic,' do you mean three options with trade-offs and a recommended path? If yes, I'll deliver that by Friday."

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# Unrealistic Deadline

## 10-second response

"Happy to help. Which current priority should move to make space?"

## 30-second response

"I can do X by Friday or X+Y by next Wednesday. Which is more valuable?"

# Scope Creep Mid-Project

## 10-second response

"Let's capture that for the next sprint."

## 30-second response

"Love the idea. To keep this sprint stable, I'll add it to the backlog and propose timing in our next review."

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# "Mansplaining" / Over-Explaining to You

## 10-second response

"I've got it—let me walk through the steps I've tested."

## 30-second response

"Thanks—I've worked this flow end-to-end. I'll share the exact steps and flag where I'll pull you in if needed."

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# Meeting Is Drifting

## 10-second response

"Quick reset: the outcome we need is X."

## 30-second response

"We have 15 minutes. Decision needed: A or B. Constraints: C. My recommendation: A because ..."

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# Emotions Running Hot

## 10-second response

"Let's pause 10 minutes and come back to decide."

## 30-second response

"I value this relationship. Let's step back, reset the tone, and finish with a clear decision and owners."

# Saying "No" Without Burning Bridges

## 10-second response

"I can't own this now; here's what I can do."

## 30-second response

"I don't have capacity to own it end-to-end, but I can review a draft by Tuesday or join the kickoff for 15 minutes."

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## Visible Credit (Kindly)

### 10-second response

"Please add 'Lead: [Your Name]' in the summary."

### 30-second response

"For tracking, let's note ownership in the recap: 'Lead: [Your Name]'. I'll send the draft plan by EOD."

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## Decision Wrap (Use at the End of Any Meeting)

☐ Say this: "Decision: [A/B]. Owners: [Names]. By: [Date]. Risks: [1 line]. I'll send a recap today."

Paste-ready email template:

**Subject: Decision + Next Steps — [Project/Date]**

Here's what we decided: [Decision].

Owners: [Names].

By: [Date].

Risks: [1 line]; Mitigation: [1 line].

If anything's off, reply today by 4 PM.

# Practice Box (Micro-Drills)



Swap "Sorry I'm late" → "Thanks for waiting—here's what I have."



Before you speak, breathe out once.



Aim for one sentence, then pause.

## Keep Going

If these lines helped, continue your 30-day momentum with the book and companion resources.

[Next step: Leading in the Spirit, Vol. 1](#)

[Community: Join the WhatsApp group](#)

Linda Cureton



 Amazon.com



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