THE LEADER PHRASES CHEAT SHEET

5 phrase swaps for speaking like a leader, plus a cheat sheet.

One well known business coach shared four phrases to avoid and what to say instead, and says language is leadership. The four swaps are his: I think we could becomes this is the approach I would recommend, sorry I disagree becomes I see it differently and here is why, I hope that makes sense becomes does that make sense and what questions do you have, and as soon as possible becomes a clear deadline like by five tomorrow. The fifth swap and the cheat sheet pages are my own addition, and results vary.

THE 5 SWAPS

1. Instead of I think we could, say this is the approach I would recommend. Leaders speak with certainty, not hesitation.
2. Instead of sorry I disagree, say I see it differently, here is why. You can challenge ideas without causing defensiveness.
3. Instead of I hope that makes sense, say does that make sense, and what questions do you have. Invite feedback.
4. Instead of as soon as possible, give a real deadline, like by five tomorrow. Clear leaders give clear deadlines.
5. Then follow up on the deadline you set. A clear request only works if you check back.

SWAPS AT A GLANCE

Instead of	Say
I think we could	This is the approach I would recommend
Sorry, I disagree	I see it differently. Here is why.
I hope that makes sense	Does that make sense? What questions do you have?
As soon as possible	By five tomorrow
(no follow up)	I will check back with you on Friday

PRACTICE

- Pick one swap for my next meeting
- Say it out loud once before the meeting
- Notice how people respond
- Add one more swap next week

MY OWN SWAPS

I say now	I will say instead

Educational only. One coach's tips plus my own addition. No results promised.

Now put it in front of more people.

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