



HOW TO SPEAK UP.



9 TIPS

This report includes nine powerful tips and three actionable steps you can take right away.

9 TIPS on how to make your voice heard



This report also includes a list of **suggested readings and 3 Actionable tips.**

Have you ever found yourself in a situation where you are desperate to jump in and say your piece, but instead, you stew in silence? If you can relate to this, you might have trouble speaking out. Often time runs out and you miss your cue....

The Germans have a word for this: Torschlusspanik. This word roughly translates to "fear of time running out." Does that sound like something you deal with? If so, consider using these nine tips to help you to overcome hushing your voice and feeling more confident to speak up.

This is a serious issue. If you aren't willing or able to speak up for yourself, rest assured that no one else will either. No concerns, issues, questions, or solutions you might have in your head will ever materialise if you can't speak up at the right time.



TOP TIPS

If you'd like to be the type of person who speaks up when their best interests are at stake, please consider the following nine tips

1. Know What You Stand For

When you take the time to figure out what matters to you, you will be more likely to speak up on those interests. Knowing what's important is a good way to figure out when you should speak up versus staying quiet.

2. Be Ready If you struggle speaking up, trying to wing it at the moment is going to be intimidating. Make sure you plan and prepare yourself in advance whenever possible. If you have a meeting you know you want to bring something up, then have all your talking points ready. I find having a contingency plan highly useful.

3. Start Small One of the only ways to get over an inability to speak up is to start doing it. It might be too intimidating to start on a grand scale, so try and start small. An example of starting small would be speaking up in a one-on-one situation.

4. Write Down What You Want to Say Some people are much better at writing their thoughts than verbally expressing them. While you can't hand in a paper during a big work meeting, having your thoughts written down already will give you time to practice your delivery.

5. Find An Early Opening The longer you sit in silence, the harder it will be for you to speak up (I've been there!). You will give your mind too much time to create a whole lot of excuses why you shouldn't. Also, finding an early opening ensures you have the time to get your point across.

6. Recognise It's Hard but Worthwhile It doesn't help for you to pretend speaking up is easy. Acknowledge that it will be a challenge, but realise it will be worth it. Research into "Realistic Optimism" has shown that people are more likely to follow through if they expect a task to be challenging. <https://hbr.org/2011/05/be-an-optimist>.

TOP TIPS

7. **Your Voice Deserves to Be Heard** You have a unique voice, outlook and understanding of things. Your thoughts and opinions are important and valuable. If you can't accept and believe this, you will never be able to speak up for yourself.

8. **Stop Worrying About Others' Thoughts** It's perfectly fine to consider other people's feelings before you speak. However, it's important not to go overboard. Don't worry about everyone else agreeing with you or looking stupid. If you have something important to say, then say it.

9. **Learn the Art of Diplomacy** Sometimes it's best to be as direct and blunt as possible. Other times, it can help you to be a bit more diplomatic. The less aggressive you have to be, the easier you will find it to speak up for yourself.

FAST-ACTIONIONABLE STEPS

1. Make a list of times where you didn't speak out and you should have. Note how each time may have negatively impacted you.

2. Think about an important issue you are dealing with, and devise a way to speak up about it.

3. The next time you feel the urge to speak up about something, just jump right in and do it. It could be as simple as correcting a server who misheard your order.

FURTHER READINGS

1. Speak Up With Confidence <https://www.amazon.com/Speak-confidence-prepare-effective-speeches/dp/0688011748/>
- 2.. Find Your Leadership Voice Guided Journal <https://www.amazon.com/Find-Leadership-Voice-Guided-Journal/dp/B08YQCQRG8/>
3. When to Speak Up and When To Shut Up <https://www.amazon.com/When-Speak-Up-Shut/dp/0800787420/> 4
4. Raise Your Voice: Why We Stay Silent and How to Speak Up <https://www.amazon.com/Raise-Your-Voice-Silent-Speak/dp/0830845402/>
5. Ispeaq: How to Speak Up for Yourself <https://www.amazon.com/Ispeaq-Speak-Yourself-Difficult-Conversations/dp/1735699004/>



TOP TIPS

WHAT IF THERE WAS A WAY TO UNDERSTAND YOUR BEHAVIOURAL STYLE ?

Everything DiSC® helps increase our self-awareness:

- By showing how we prefer to get things done
- We can focus on making adjustments
- Its a distinct advantage to be more aware of our preferred communication style



Self-awareness: DISC profiling provides insights into your own communication style, strengths, and weaknesses. By understanding how you naturally prefer to interact and communicate, you can become more aware of the situations where you may need to speak up and assert yourself.

Trainers: contact us: help@mytrainingshop.co.uk

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