



Meeting Speaking Plan: Make Your Voice Heard

Transform meeting anxiety into confident contribution with strategic preparation

Why This Plan Works

Meetings can feel overwhelming, especially when you want to contribute meaningfully but worry about how you'll come across. This plan helps you prepare strategically so you can speak with confidence and make the impact you deserve.

The Benefits of Preparation: - **Clarity:** Know exactly what you want to say before you say it - **Confidence:** Feel prepared for questions and discussions - **Impact:** Ensure your contributions are heard and valued - **Growth:** Build your reputation as a thoughtful contributor



Meeting Preparation Worksheet

Meeting Overview

- **Meeting Title:** _____
- **Date & Time:** _____
- **Duration:** _____
- **My Role:** ☐ Presenter ☐ Key Contributor ☐ Participant ☐ Observer
- **Meeting Type:** ☐ Team Update ☐ Project Review ☐ Brainstorming ☐ Decision-Making ☐ Other: _____

My Success Objectives

What do I want to achieve in this meeting?

Primary Goal:

Secondary Goals: 1. _____ 2. _____

Key Messages I Want to Deliver

What are the most important points I need to communicate?

Message 1: - Core Point: _____ **- Supporting Evidence:** _____ **- Why It Matters:**

Message 2: - Core Point: _____ **- Supporting Evidence:** _____ **- Why It Matters:**

Message 3: - Core Point: _____ **- Supporting Evidence:** _____ **- Why It Matters:**



Anticipating Questions & Challenges

Likely Questions I Might Face

1. **Question:** _____ **My Response:** _____

2. **Question:** _____ **My Response:** _____

3. **Question:** _____ **My Response:** _____

Potential Objections or Pushback

1. **Concern:** _____ **My Response:** _____

2. **Concern:** _____ **My Response:** _____

Action & Follow-Up

What I Want Others to Do

- Immediate Actions: _____
- Next Steps: _____
- Timeline: _____

How I'll Follow Up

- Who: _____
 - When: _____
 - Method: ☐ Email ☐ Slack ☐ Phone Call ☐ In-Person ☐ Other: _____
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Confidence Boosters

Before the Meeting

- [] Review my key points one more time
- [] Take 3 deep breaths and visualize success
- [] Remind myself: "I have valuable insights to share"
- [] Arrive a few minutes early to settle in

During the Meeting

- [] Sit where I can make good eye contact
- [] Take notes to stay engaged
- [] Speak up early to build momentum
- [] Ask clarifying questions if needed

If I Feel Nervous

- ☐ Remember everyone wants the meeting to be successful
 - ☐ Focus on my message, not my nerves
 - ☐ Speak slowly and clearly
 - ☐ It's okay to pause and think before responding
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Post-Meeting Reflection

What Went Well?

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- ---
- ---

What Could I Improve Next Time?

- ---
- ---

Did I Achieve My Objectives?

- **Primary Goal:** ☐ Yes ☐ Partially ☐ No
- **Overall Satisfaction:** ☐ Very Satisfied ☐ Satisfied ☐ Neutral ☐ Could Be Better

Key Learnings for Future Meetings

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Remember

Your voice matters in every meeting. The fact that you're preparing shows you care about making a meaningful contribution. Trust in your expertise, speak with intention, and remember that every confident speaker started exactly where you are now.

"Preparation is the key to confident communication."

Need More Support? Explore our directory of public speaking courses and coaching to build even more confidence in professional settings.