

# Overcoming fear: Effective ways to speak up in meetings



## Beat pre-meeting nerves

It is common to feel anxious and be stressed. But don't let that overwhelm you so much that you cannot speak up. But remember stress is good, as it will keep you focused.



## Stop self-critiquing

Your opinions matter and that's the reason why you were called for a meeting. First acknowledge the value you bring to the table, and you can rest assured that the others will do too.



## Prepare in advance

If you tend to ramble when you're nervous, preparing notes about the points to be discussed will help you stick to the agenda and be ready to answer any questions that may arise.



## Speak early

Waiting to speak will psych you out more. Try to speak up and share your viewpoint in the first few minutes to get rid of anticipatory stress.



## Ask questions

The best way to show that you're involved and interested in the conversation is to ask relevant questions. If you know the agenda preparing in advance will help you ease into the discussion.



## Sound self-assured

To convey more authority and sound capable and intelligent make sure you maintain your composure, be more affirmative and speak slowly and methodically.



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