

HOW TO SPEAK UP TIPS REPORT

TOP TIPS

Have you ever found yourself in a situation where you were desperate to jump in and say your piece but instead, you stewed in silence? If you can relate to this, you might have trouble speaking up.

If you aren't willing or able to speak up for yourself, no one else will either. No concerns, issues, questions, or solutions you might have in your head will ever materialize if you can't speak up at the right time.

If you'd like to be the type of person who speaks up when your best interests are at stake, consider these 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 on the spur of the moment is going to be intimidating. Make sure you plan and prepare yourself in advance whenever possible. If you have a meeting where you know you'd want to bring something up, then have all your talking points ready.

3. Start Small

One of the 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 down 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. You will give your mind too much time to create a bunch of excuses as to why you shouldn't. Also, finding an early opening ensures you have the time to get your point across.

6. Recognize It's Hard but Worthwhile

Pretending that speaking up is easy is not helpful. Acknowledge that it will be a challenge but also realize that it will be well 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-without-being-a>

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 you looking silly. 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 if you are a bit more diplomatic. The less aggressive you have to be, the easier you will find it to speak up for yourself.

ACTIONABLE STEPS

1	2	3
<p>Make a list of times where you didn't speak up when you should have.</p> <p>Note how each time may have impacted you negatively.</p>	<p>Think about an important issue you are currently dealing with, and think of a way to speak up about it.</p>	<p>The next time you feel the urge to speak up about something, just jump right in and do it.</p> <p>It could be as simple as correcting a server who misheard your order.</p>