Client-Ready PM

FREE PRACTICE SHEET

Client Meeting Stuck? Say These 6 Phrases

A client meeting is going in circles and you need short phrases that keep it moving and keep everyone included

PRACTICE THESE LINES

Read each phrase aloud, in order. Then say all six once more, start to finish.

To confirm, this is the tile finish.

Can we take a minute on this?

Let me pull up last week's notes.

Does that work for everyone?

Who else needs to weigh in?

Thanks for waiting while I check.

MAKE IT YOURS

Now say it about your own project. Fill each blank with your details.

the decision you are confirming _____

ask for time before you answer _____

the record you are checking _____

check the whole room agrees _____

invite the missing voice _____

thank people for their time _____

Read the full script. Scan the code, or go to https://clientreadypm.com/t/69

Watch on YouTube. https://www.youtube.com/watch?v=thxCfDfZ3A4

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KEY PHRASES

“To confirm”
Says out loud what was decided.

“Can we take a minute on this”
Asks for time without losing the room.

“Let me pull up last week's notes”
Checks the record before you answer.

“Does that work for everyone”
Checks that the whole group agrees.

“Who else needs to weigh in”
Invites another voice in.

ONE CARD TO KEEP

Before You Hit Send

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Four lines, in this order, every time.

1 FACTS	What happened, in one sentence. No blame and no apology.
2 OPTIONS	Two ways forward. Call them A and B so the client can answer with a letter.
3 RECOMMENDATION	Say which one you would choose, and give the reason in one clause.
4 NEXT STEP	Who does what, and by when. Put a date on it and put yourself in it.

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