Client-Ready PM

FREE PRACTICE SHEET

Nobody Replies to Your Meeting Recap? Do Not Write Minutes

You sent a meeting recap and nobody replied

PRACTICE THESE LINES

Read each sentence aloud, in order. Then read the whole passage once more, start to finish.

Nobody replies to that, because nothing in it asks for anything back.

And do not soften the reply request into an apology.

That kind of line trains people to treat your deadlines as optional.

MAKE IT YOURS

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

why nobody answers _____

And do not soften the reply request into an apology. *what an apology in the request does* _____

KEY PHRASES

“nothing in it asks for anything back”
Gives people nothing to answer or do.

“soften the reply request”
Make your request for an answer sound less direct.

“into an apology”
Written as sorry, which weakens the request.

“treat your deadlines as optional”
Act as if your dates do not matter.

Read the full script. Scan the code, or go to https://clientreadypm.com/t/74

Watch on YouTube. https://www.youtube.com/watch?v=V-RplmxxCDY

Want it in friendly or firm too? Get 5 free meetings scripts: clientreadypm.com/meetings-scripts