DAY 7: POWER PHRASES FOR MEETINGS (15 Techniques)

Alyssa Harper Pro Advice

Control the Room Without Being Aggressive

1. The Parking Lot "Love that idea—let's park it and circle back" **Use when:** Someone derails the agenda **Effect:** Acknowledges without committing

2. The Redirect "Great point—how does that tie to our main objective?" **Use when:** Discussion goes off-track **Effect:** Refocuses without dismissing

3. The Time Check "We have 15 minutes left—let's prioritize the top 2 items" **Use when:** Running over **Effect:** Creates urgency and focus

4. The Summarizer "Let me recap what I'm hearing: [3 key points]" **Use when:** Need clarity **Effect:** Shows listening, gains alignment

5. The Decision Maker "It sounds like we need to decide between X and Y. Let's vote" **Use when:** Discussion is circular **Effect:** Forces progress

6. The Silence Breaker "I'd love to hear from those who haven't spoken yet" **Use when:** Same voices dominate **Effect:** Includes everyone, surfaces new ideas

7. The Reality Check "What's the smallest version of this we could test first?" **Use when:** Ideas are too ambitious **Effect:** Keeps things practical

8. The Defender "Before we move on, let's make sure [Name]'s concern is addressed" **Use when:** Someone's point is ignored **Effect:** Builds psychological safety

9. The Clarifier "When you say [X], do you mean [Y] or [Z]?" **Use when:** Vague statements **Effect:** Prevents misalignment

10. The Next-Stepper "Sounds good. Who's owning this and by when?" **Use when:** Ending discussion **Effect:** Ensures accountability

11. The Devil's Advocate "Playing devil's advocate—what could go wrong?" **Use when:** Need risk assessment **Effect:** Surfaces blindspots

12. The Data Requester "Do we have data to support that assumption?" **Use when:** Decisions based on opinions **Effect:** Grounds discussion in facts

13. The Appreciator "That's a sharp observation—building on that..." **Use when:** Want to elevate someone's idea **Effect:** Encourages participation

14. The Boundary Setter "Let's solve for the next 30 days, not the next 3 years" **Use when:** Scope is too broad **Effect:** Makes problem manageable

15. The Consensus Builder "It seems we agree on [X]. Can we move forward with that?" **Use when:** Need to close discussion **Effect:** Locks in progress

Meeting Control Cheat Sheet: - Start with clear agenda (send 24h early) - Assign timekeeper role - Use "parking lot" doc for tangents - End with action items + owners - Send summary within 2 hours

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Want More?

This is Day 7 of our 10-day series.

Get all 10 days plus bonuses: - ✉ Email: alyssaharperadvice@gmail.com - 📱 TikTok: @alyssaharperadvice - 🌐 Dashboard: [Your Link Here]

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