

CRAFT YOUR CONFIDENCE

COMMUNICATION PLAYBOOK EDITION

The *Room* Prompts

Thirty prompts that make AI coach how you sound in the rooms that decide careers. Verdicts and rewrites, not encouragement.

30 PROMPTS

6 CHAPTERS

PASTE AND RUN

WORKS WITH ANY AI

PROMPT 01 · THE EXEC UPDATE

Act as the busiest executive I report to, hearing my update in a leadership meeting. You will stop listening after ninety seconds. Tell me the exact sentence where you stopped...

Maddy Viswanath

TWENTY YEARS INSIDE THE DECIDING ROOM

The room hears you *before it reads you.*

For twenty years I sat in the rooms where careers are decided. When a name came up, nobody opened the file first. Somebody repeated how that person sounded in last week's review, and the file was read through that sentence. The room does not quote your work. It quotes your sentences.

Here is what I learned in those rooms. The problem is almost never what you know. It is how it sounds when the room is deciding. Executors explain and wait to be understood. Leaders conclude and let the room catch up. The work is real either way; only one of the two gets repeated after the meeting ends.

These prompts turn the AI you already use into that listener. Not a cheerleader, not a thesaurus. A senior executive with nine other things on their mind, ninety seconds of patience, and a verdict forming from your first sentence. It will tell you where it stopped listening, what it retained, and then help you rebuild the line, out loud and in writing.

WHAT THIS REPLACES

- An executive communication course you would never finish
- A speech coach charging hundreds an hour to say get to the point
- Years of watching louder peers walk off with shared credit
- The 11pm meeting replay, wondering how that one line landed

The voice stays yours. Every prompt runs on your real sentences, and the output is only as good as what you paste in. The room respects plain speech, so bring the unpolished version.

HOW TO USE THIS

Paste. Fill the bracket. *Read it like a verdict.*

- 1

Paste the prompt into Claude, ChatGPT, or any capable AI assistant, exactly as written. The wording is the tool. Do not soften it.
- 2

Fill the bracket. Wherever you see [PASTE YOUR UPDATE] or [THE MEETING], drop in your real material. Real sentences beat cleaned-up ones. What you actually said beats what you meant to say.
- 3

Read the output like a verdict, not a suggestion. If it stings, it is working. The room has been hearing this without telling you. Now you get to answer.

THE MAP

01	The Ninety-Second Update	Your update opens with the verdict and survives the room's attention
02	Saying It At Altitude	Your spoken lines land one seat up, calm and concluded
03	The Hard Conversations	You push back, say no, and carry bad news without the bill
04	Meetings That Read Senior	The decision leaves the room with your name on it
05	Write Like a Leader	Everything you send reads decisive inside the first skim
06	The Weekly Voice System	Fifteen minutes a week keeps your voice at the level

Run chapter one first, in order, in one sitting. It rebuilds the thing the room hears most often. Everything after it is range.

01

CHAPTER ONE

The Ninety-Second *Update*

THE RESULT

Your update leads with the verdict, and the room stops skimming you.

01 THE EXEC UPDATE · 02 THE HEADLINE-FIRST STRUCTURE

03 THE PREAMBLE CUT · 04 THE SO-WHAT TEST

05 THE NUMBER THAT CARRIES

The Exec *Update*

The signature prompt of this pack. Ninety seconds is roughly what your update gets before the room starts deciding without it.

COPY THIS PROMPT

PASTE INTO YOUR AI

Act as the busiest executive I report to, hearing my project update in a leadership meeting. You will stop listening after ninety seconds. Read my update below, tell me the exact sentence where you stopped listening, the one thing you retained, and the verdict you carried out of the room. Then rewrite the update to survive: headline first, number second, ask third, ninety seconds total. [PASTE YOUR UPDATE]

WHY THE ROOM HEARS IT THIS WAY

The room does not remember updates. It remembers verdicts, and the person who delivered one. An update built to survive ninety seconds is the difference between reporting the work and being read as the one who owns it.

EXAMPLE OUTPUT

Stopped listening: sentence three, the history of the workstream. Retained: the launch slipped. The rewrite opens: we ship March 4, two weeks late, cost held, and here is the one decision I need today.

FILL THE BRACKET

Paste the update the way you actually gave it, filler included. The read is on the real thing, not the cleaned-up memory of it.

The Headline-First *Structure*

The shape senior updates share: the verdict in line one, and everything after it in service of that line.

COPY THIS PROMPT

PASTE INTO YOUR AI

Take my update below and rebuild it headline first. Line one is the verdict, one sentence a room could repeat. Then the number that proves it, then the risk I am watching, then the single ask. Cut everything else, and show me what you cut so I can see what I thought mattered. [PASTE YOUR UPDATE]

WHY THE ROOM HEARS IT THIS WAY

Rooms decide on line one and hear the rest through it. Executors save the conclusion for the end, out of fairness to the details. The room rarely stays that long.

EXAMPLE OUTPUT

Headline: revenue integration is on plan, and the March risk is retired. What got cut: four sentences of process. You kept them because they were the work. The room only buys the verdict.

FILL THE BRACKET

Paste any status update, email, or talking notes. Start with the weekly update; it sets the read the rest of your voice inherits.

The Preamble *Cut*

The rewriter that removes the runway. Most updates take off in sentence four.

COPY THIS PROMPT

PASTE INTO YOUR AI

Read my draft below and cut the preamble. Delete every sentence of context, throat clearing, and history until the first sentence a decision maker would act on stands first. Quote what you removed, then say plainly what the preamble was protecting me from. [PASTE ANYTHING YOU ARE ABOUT TO SAY OR SEND]

WHY THE ROOM HEARS IT THIS WAY

Preamble reads as permission asking. The room hears someone building a case to be allowed to speak. A leader talks like the floor is already theirs, because at that level it is.

EXAMPLE OUTPUT

Removed: three sentences of background you have given this room four times. The preamble was protecting you from being wrong in line one. Say the line. Being wrong early is cheaper than being missed.

FILL THE BRACKET

Works on anything: updates, emails, the first minute of a presentation. Run it on tomorrow's opener while it can still change.

The So-What *Test*

COPY THIS PROMPT

PASTE INTO YOUR AI

Run the so-what test on my update. For every sentence, answer as the room would: so what. Keep only the lines that survive, in order. If fewer than three survive, tell me that is the update. [PASTE YOUR UPDATE]

WHY THE ROOM HEARS IT THIS WAY

The room hears your update through one filter, what changes because of this. Every other line subtracts.

EXAMPLE OUTPUT

Eleven sentences in, three survive: the date, the number, the ask. The other eight were proof of effort, and effort is assumed at your level.

FILL THE BRACKET · Paste your longest weekly update. Long is where the noise hides.

The Number That *Carries*

COPY THIS PROMPT

PASTE INTO YOUR AI

From my update below, pick the one number the room would repeat after the meeting ends. A number carries if a person two levels up would say it to their boss unprompted. Rewrite my opening line around it. [PASTE YOUR UPDATE OR NOTES]

WHY THE ROOM HEARS IT THIS WAY

Numbers travel without you. The room repeats a number to the next room, and whoever said it first keeps the credit.

EXAMPLE OUTPUT

The carrier: churn cut 22 percent in a quarter. You lead with team velocity, which carries nothing outside your own standup.

FILL THE BRACKET · Include rough numbers you have not said out loud yet.

02

CHAPTER TWO

Saying It *At Altitude*

THE RESULT

*You sound like the seat you want next, in the
moments that get repeated.*

06 THE SPOKEN ALTITUDE SWAP • 07 THE CALM VERDICT OPENER

08 JARGON TO PLAIN POWER • 09 THE ONE-SENTENCE ANSWER

10 THE PAUSE SCRIPT

The Spoken Altitude *Swap*

The executor-to-executive rewriter, applied to the lines you say out loud.

COPY THIS PROMPT

PASTE INTO YOUR AI

Below are lines I actually say in meetings. Rewrite each one at executive altitude, spoken not written: shorter, verdict first, no hedge, still true. Keep my facts, change the vantage point from the person doing the work to the person accountable for the outcome. Give me each line in a form I could say without sounding like a script. [PASTE THREE TO FIVE LINES YOU SAY IN MEETINGS]

WHY THE ROOM HEARS IT THIS WAY

The room levels you by ear before it levels you on paper. Spoken lines pitched one seat down are how a promotion gets deferred by people who like you.

EXAMPLE OUTPUT

You say: we are still working through some issues on the migration. At altitude: the migration is two weeks from done, one open risk, handled. Same fact. The first version asks for patience. The second reports control.

FILL THE BRACKET

Write the lines as you say them, hedges included. If you cannot hear yourself, ask someone in your meetings for two lines you repeat.

The Calm Verdict *Opener*

The first ten seconds decide how the next ten minutes get heard.

COPY THIS PROMPT

PASTE INTO YOUR AI

I am walking into [THE MEETING] to speak about [THE TOPIC]. Write me three calm verdict openers, one sentence each: the conclusion stated first, no wind up, at ease. One version for good news, one for delivering a problem, one for asking for something. Tell me which to use and what to do in the silence that follows.

WHY THE ROOM HEARS IT THIS WAY

The verdict opener does two jobs at once. It gives the room the conclusion while it is still listening, and it marks the speaker as someone who decided what they think before walking in.

EXAMPLE OUTPUT

The problem version: we are going to miss March, and I want the extra month instead of the thinner launch. Then stop. The silence that follows is the room recalibrating you upward. Let it finish.

FILL THE BRACKET

Name a real meeting on this week's calendar. Openers built for a real room come out sharper than practice ones.

Jargon to *Plain Power*

Complexity is a doer's dialect. The room speaks outcomes.

COPY THIS PROMPT

PASTE INTO YOUR AI

Translate my lines below from expert language into the language a room of decision makers respects: plain words, outcomes named, mechanism only where the mechanism is the point. Flag each phrase where the jargon was standing in for a claim I had not made plainly, and make the claim.
[PASTE A PARAGRAPH YOU USE OFTEN]

WHY THE ROOM HEARS IT THIS WAY

Jargon reads as depth to peers and as camouflage to the room. Plain language is the sound of someone with nothing to hide and a decision to offer.

EXAMPLE OUTPUT

You say: we are operationalizing a cross functional alignment framework. Plainly: three teams kept shipping past each other, so I put one decision list in front of all of them. The plain version has a person in it. That is the one the room promotes.

FILL THE BRACKET

Paste the paragraph you use when someone senior asks what your team does. That is where the dialect is thickest.

The One-Sentence *Answer*

COPY THIS PROMPT

PASTE INTO YOUR AI

Ask me a question a senior executive would ask about my work, and make me answer in one sentence, verdict first. If I run long, cut it and show me what the room heard. Five questions, harder each time, then the pattern in where I lose the room.

WHY THE ROOM HEARS IT THIS WAY

Long answers read as uncertainty at exactly the level where short ones are trusted most.

EXAMPLE OUTPUT

Question three, will you hit the date. Four caveats, then yes. The room heard maybe. State first, caveats on request.

FILL THE BRACKET · No bracket. Answer out loud first. The spoken version is what the room gets.

The Pause *Script*

COPY THIS PROMPT

PASTE INTO YOUR AI

Build me a pause script for [A MEETING WHERE I RUSH]. Mark the four moments a senior speaker pauses: after the verdict, after a number, after a question, before a no. For each, write what the pause says on my behalf and the line that follows.

WHY THE ROOM HEARS IT THIS WAY

Rushing tells the room you are not sure you are allowed the time. The pause claims the floor without asking.

EXAMPLE OUTPUT

After a question: three seconds, then, good question, here is the trade. The pause says the question did not rattle you.

FILL THE BRACKET · Name the meeting where you speed up. Script that room first.

CHAPTER THREE

The Hard *Conversations*

THE RESULT

You say the hard thing, and your standing goes up instead of down.

11 PUSHBACK WITHOUT THE BILL · 12 THE NO WITH A DATE
13 BAD NEWS, DELIVERED UP · 14 THE BOUNDARY LINE
15 THE CREDIT RECLAIM

Pushback Without *the Bill*

Disagreement is a senior skill. Unpriced disagreement is a senior mistake.

COPY THIS PROMPT

PASTE INTO YOUR AI

I need to push back on [THE DECISION OR DIRECTION] with [WHO]. Write the pushback so my standing goes up whether or not I win: open by naming what the decision gets right, state my disagreement as a verdict with its number, propose the alternative with its cost attached, and end with the line that keeps the door open. Spoken, under sixty seconds.

WHY THE ROOM HEARS IT THIS WAY

Rooms remember who disagreed well long after they forget who was right. Pushback with a cost attached reads as ownership. Pushback without one reads as complaint.

EXAMPLE OUTPUT

The verdict line: I would make the opposite call, and here is the number that moves me.
The close: if we go your way, I am fully in, and I want us to check the churn line in six weeks. You lose nothing if you are wrong.

FILL THE BRACKET

Fill both brackets with the real decision and the real person. Generic pushback practice builds generic nerve.

The No *With a Date*

A flat no reads as refusal. A no with a date reads as command of your own capacity.

COPY THIS PROMPT

PASTE INTO YOUR AI

Write my no for this request: [PASTE THE REQUEST AND WHO IT IS FROM]. Structure it: acknowledge what the request is for, decline plainly without apology and without listing my workload, and attach the date or condition under which it becomes a yes. Give me a spoken version and a two line written version, both calm.

WHY THE ROOM HEARS IT THIS WAY

The workload recital reads as asking permission to have limits. The date does the opposite. It shows a leader who knows what her capacity is for and when it opens.

EXAMPLE OUTPUT

Written version: I am not taking this on before the March close. If it still needs an owner on March 9, bring it back and I will look at it first. One no, one open door, no inventory of your calendar.

FILL THE BRACKET

Paste the actual request, ideally the one sitting unanswered in your inbox right now.

Bad News, *Delivered Up*

Everyone delivers good news well. The room takes your measure on the other kind.

COPY THIS PROMPT

PASTE INTO YOUR AI

I have to tell [WHO] that [THE BAD NEWS]. Write the delivery in the senior shape: the news in the first sentence with no softening ramp, the cause in one line without blame, what I have already done, the decision I need, and when I will update next. Spoken version first, then the three line written version.

WHY THE ROOM HEARS IT THIS WAY

Bad news travels up either as a problem or as a problem being handled, and the first sentence decides which. Leaders are measured in exactly these ninety seconds.

EXAMPLE OUTPUT

First sentence: we lost the Meridian renewal, eight hundred thousand. Cause: a pricing gap we saw late. Done: calls booked with the two other at-risk accounts. Needed: pricing authority by Friday. Next update Monday.

FILL THE BRACKET

Use the real news you are sitting on. Waiting only grows the ramp, and the ramp is the expensive part.

The Boundary *Line*

COPY THIS PROMPT

PASTE INTO YOUR AI

Someone I work with keeps [THE PATTERN: REWRITING MY WORK, GOING AROUND ME]. Write me the boundary line: one sentence that names the pattern without heat and states what happens from now on, deliverable in a hallway. Then the shorter version for the second time.

WHY THE ROOM HEARS IT THIS WAY

Boundaries set in anger read as fragile, and boundaries never set read as consent. Level and factual holds.

EXAMPLE OUTPUT

First time: the deck went out with my section rewritten. From now on, changes to my numbers go through me. Second time: send it back.

FILL THE BRACKET · Name the real pattern and the real person. Imaginary lines stay imaginary.

The Credit *Reclaim*

COPY THIS PROMPT

PASTE INTO YOUR AI

My work was just presented as someone else's: [WHAT HAPPENED]. Write me three calm reclaims: the in-the-room line, the follow-up note that puts my name back on the record, and the sponsor line on provenance. No accusation anywhere. Facts only.

WHY THE ROOM HEARS IT THIS WAY

Anger reclaims nothing. The record does, without giving the room a conflict to remember instead.

EXAMPLE OUTPUT

In the room: building on the analysis my team ran, the line that matters is the margin line. Ownership, reasserted in a compliment's clothing.

FILL THE BRACKET · Describe it plainly, no editorializing. The prompt keeps the heat out.

04

CHAPTER FOUR

Meetings That Read *Senior*

THE RESULT

*The decision leaves the room carrying your
name.*

16 THE OWNERSHIP AGENDA · 17 FIRST OR LAST

18 THE QUESTION THAT SHIFTS THE ROOM · 19 PRESENTING TO SKEPTICS

20 THE RECAP THAT LANDS YOUR NAME

The Ownership *Agenda*

The agenda is the first document the room reads. It says who owns the room.

COPY THIS PROMPT

PASTE INTO YOUR AI

Rewrite my meeting agenda so it reads like the owner of the outcome wrote it. Each item becomes a decision to make or a verdict to hear, not a topic to discuss. Add the one line at the top that names what the meeting exists to decide, and cut anything that is a status update in disguise.
[PASTE YOUR AGENDA]

WHY THE ROOM HEARS IT THIS WAY

Topics invite wandering. Decisions invite closure. The person whose agenda produces decisions becomes the room's center of gravity without saying a word about it.

EXAMPLE OUTPUT

Old item: Q3 marketing review. New item: decide whether Q3 spend follows the pipeline data or the brand plan. Ten minutes, one owner, one call. The meeting shortens, and your name is on why.

FILL THE BRACKET

Paste the next agenda you own. If you do not own one, this prompt is the reason to volunteer for one.

First *or* Last

When you speak decides how much your words weigh. Most people never choose.

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is the meeting: [THE ROOM, THE TOPIC, WHO ELSE SPEAKS]. Tell me whether I should speak first or last, and why, based on what I need from this room: authority, alignment, or air cover. Then script my first sentence for the slot you chose, and the sentence I hold in reserve if the discussion turns.

WHY THE ROOM HEARS IT THIS WAY

Speaking first frames the debate. Speaking last decides it. Both are power positions, and the middle is where contributions go to be forgotten.

EXAMPLE OUTPUT

This room, speak last. Two loud peers will spend their arguments early. Your line: I have heard three versions of the risk. Here is the number that settles it, and the call I would make. The last calm voice usually becomes the decision.

FILL THE BRACKET

Describe who talks the most and what usually goes unresolved. The strategy comes from the room, not from a rule.

The Question That *Shifts the Room*

You do not need the most airtime. You need the question the meeting turns on.

COPY THIS PROMPT

PASTE INTO YOUR AI

The room will be discussing [THE TOPIC]. Give me the three questions that would shift the discussion from activity to consequence, each short enough to land in a pause. For each, tell me what the question makes the room confront and what my asking it signals about my level. No questions that show off knowledge. Only ones that move the decision.

WHY THE ROOM HEARS IT THIS WAY

The person who asks the turning question gets remembered as the one operating at the level of the problem. It is the cheapest senior signal available in any meeting.

EXAMPLE OUTPUT

Question one: what breaks first if this works. The room stops admiring the plan and starts planning for the load. Signal: you think one failure ahead, which is the seat above the plan's author.

FILL THE BRACKET

Bring the real topic from this week's hardest meeting. A shifting question is built from specifics, never from theory.

Presenting *to Skeptics*

COPY THIS PROMPT

PASTE INTO YOUR AI

I am presenting [THE PROPOSAL] to skeptics: [WHO, AND WHY THEY DOUBT IT]. Act as those skeptics. Give me their three sharpest objections and my one sentence response to each, conceding what is true and holding the call. Then name the objection I should raise first myself.

WHY THE ROOM HEARS IT THIS WAY

Raising the strongest objection yourself is the most senior move in a skeptical room. Opposition becomes borrowed credibility.

EXAMPLE OUTPUT

Raise this one yourself: the timeline assumes a team we have not hired. Answer it, and their ammunition is spent by you, calmly.

FILL THE BRACKET · Name the actual skeptics and their stake. Argue with the source.

The Recap That *Lands Your Name*

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is what happened in the meeting: [PASTE YOUR ROUGH NOTES]. Write the recap that puts the decision on the record: the decision in line one, who owns what by when, the risk we accepted, and the open question with my recommendation. Five lines, sendable to the whole room.

WHY THE ROOM HEARS IT THIS WAY

Rooms forget meetings in a day and remember the recap for a quarter. The record credits whoever writes it.

EXAMPLE OUTPUT

Line one: we hold the launch for the compliance review, a two week slip. Sent within the hour, findable under your name.

FILL THE BRACKET · Rough notes are enough. The record goes to whoever sends first.

05

CHAPTER FIVE

Write Like a Leader

THE RESULT

Everything you send reads decisive inside the first skim.

21 EMAILS THAT READ DECISIVE • 22 THE ASK THAT GETS A YES
23 THE UPDATE NOBODY SKIMS • 24 THE ESCALATION NOTE
25 THE WIN WITHOUT BRAGGING

Emails That *Read Decisive*

Your email is read in six seconds, on a phone, between meetings. Write for that.

COPY THIS PROMPT

PASTE INTO YOUR AI

Rewrite my email below so a senior reader gets the verdict without scrolling: a subject line that states the point, a first line that makes the decision or the ask explicit, bullets only where a choice needs contrast, and the deadline in the last line. Show the before and after side by side. [PASTE THE EMAIL]

WHY THE ROOM HEARS IT THIS WAY

An email that opens with context reads as junior at the exact moment seniority is being read. The decisive shape is a courtesy, and the room reads courtesy as rank.

EXAMPLE OUTPUT

Old subject: quick question re vendor timeline. New subject: vendor decision needed by Thursday. Old first line: hope you are well, wanted to flag a few things. New: I recommend we sign Corvid at current terms. One reply, one word, done.

FILL THE BRACKET

Paste the last email you sent upward. The habits live in the real ones, not the imagined ones.

The Ask That *Gets a Yes*

Vague asks get warm words. Specific asks get budget lines.

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is what I want: [THE ASK] from [WHO]. Rebuild it as an ask a decision maker can grant: the specific thing, the specific size, the date, what they get for it, and the cost of not doing it, all in under five sentences. Then write the fallback ask I make in the same conversation if the first one is declined.

WHY THE ROOM HEARS IT THIS WAY

A decision maker can only say yes to something shaped like a decision. Unshaped asks collect sympathy, and sympathy has no budget line.

EXAMPLE OUTPUT

The ask: two contract engineers through Q2, 140K, which protects the March date you committed to the board. The fallback: one engineer, and the March scope drops the EU launch. Both grantable. You leave with one of them.

FILL THE BRACKET

If you cannot fill in the size and the date, that is the finding. Get them before the meeting, not during it.

The Update *Nobody Skims*

The weekly update is your most read publication. Most people write it like a chore.

COPY THIS PROMPT

PASTE INTO YOUR AI

Rebuild my recurring update into the format a senior reader finishes: a one line headline that changes every week, three bullets at most with a number in each, one risk named before anyone else names it, and one ask or the words no asks. Then write this week's edition from my notes.
[PASTE YOUR NOTES AND YOUR CURRENT FORMAT]

WHY THE ROOM HEARS IT THIS WAY

The update is the one document the room reads about you every single week. Compounded, it is your reputation paid in installments.

EXAMPLE OUTPUT

Headline this week: the migration is a week early, and I am moving the spare week to the audit. Three numbers follow. Risk: the vendor contract lapses in June, renewal already drafted. No asks. Four lines, fully read, filed under runs it like an owner.

FILL THE BRACKET

Paste your last two updates as well. The prompt will find the sentence you repeat every week that says nothing.

The Escalation *Note*

COPY THIS PROMPT

PASTE INTO YOUR AI

I need to escalate [THE SITUATION] to [WHO]. Write the note that reads as judgment, not alarm: the one line situation, why it needs their weight instead of mine, two options with my recommendation, and the date a decision stops being free. Under 100 words, no apology.

WHY THE ROOM HEARS IT THIS WAY

Escalating late reads as hiding, and loud reads as panic. A decision offered instead of a mess reads as judgment.

EXAMPLE OUTPUT

The middle line does the work: I can hold the vendor or trade the date, but the board commitment is yours, so the trade is yours.

FILL THE BRACKET · Real situation, real name, earlier than feels comfortable.

The Win Without *Bragging*

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is the win: [DESCRIBE IT, NUMBERS INCLUDED]. Write the announcement that travels: what changed and by how much, who did it with my role stated as fact, and what it makes possible next. Versions for a team channel, a note up, and LinkedIn.

WHY THE ROOM HEARS IT THIS WAY

Modesty at announcement time reads as uncertainty about who did the work. Stated plainly once, the win travels alone.

EXAMPLE OUTPUT

The note up: retention closed at 96 percent, up from 89. My team built it, I gated it on the audit. Fact, fact, direction.

FILL THE BRACKET · Numbers in, adjectives out. No number yet means prompt five first.

06

CHAPTER SIX

The Weekly *Voice* *System*

THE RESULT

Fifteen minutes a week keeps your voice at the level. The level is what compounds.

26 THE MONDAY MESSAGE PLAN • 27 THE PHRASE AUDIT
28 THE REPEATABLE-SENTENCE BUILDER • 29 THE LISTENING READ
30 THE QUARTERLY VOICE RECALIBRATION

The Monday *Message Plan*

One planned message a week beats five improvised ones.

COPY THIS PROMPT

PASTE INTO YOUR AI

It is Monday. Here is my week: [PASTE MEETINGS AND WHAT IS DUE]. Pick the one moment this week where what I say will be heard by people who decide things, and script it: the verdict line, the number, the pause. Everything else this week can be improvised. This one cannot.

WHY THE ROOM HEARS IT THIS WAY

Voice is not built in every meeting. It is built in the three or four a month where the right people are listening, and those can be seen coming from Monday.

EXAMPLE OUTPUT

The moment: Wednesday's ops review, your VP and her boss both in the room. The line: we are ahead on cost and behind on hiring, and I would rather fix hiring than bank the savings. Script it, rehearse once, coast the rest of the week.

FILL THE BRACKET

Paste the calendar as it stands, audiences included. The moment is usually visible by nine on Monday.

The Phrase *Audit*

You have verbal habits the room has already priced in. Find them.

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is a sample of my real speech and writing: [PASTE A TRANSCRIPT, EMAILS, OR NOTES]. Audit my phrases: flag every hedge, every apology reflex, every minimizer like just, only, and quickly, and every filler I lean on. Rank my five most expensive habits by what they cost me in the room, and give me the replacement for each, including silence where silence is the replacement.

WHY THE ROOM HEARS IT THIS WAY

The room stopped hearing your ideas separately from your habits long ago. Habits are the accent of a level, and an accent retrains one phrase at a time.

EXAMPLE OUTPUT

Most expensive: does that make sense, at the end of your strongest points. It hands the room a chance to say no to a thing it had already accepted. Replacement: a full stop.
Second: I could be wrong, placed in front of your best data. You are not. Cut it.

FILL THE BRACKET

A meeting transcript is gold here. Record yourself once. The audit is only as honest as the sample.

The Repeatable-Sentence *Builder*

The room quotes people who give it something quotable. On purpose.

COPY THIS PROMPT

PASTE INTO YOUR AI

Here is a position I hold about my work: [STATE IT ROUGHLY]. Compress it into one repeatable sentence: under twelve words, concrete, slightly surprising, no jargon, sayable by someone else in a meeting I am not in. Give me five candidates, mark the strongest, and tell me which room to say it in first so it starts moving.

WHY THE ROOM HEARS IT THIS WAY

A sentence that travels does your visibility work in rooms you will never enter. Leaders get quoted. Executors get summarized.

EXAMPLE OUTPUT

The strongest: we do not have a data problem, we have a deciding problem. First room: Thursday's strategy review, in answer to the dashboard debate. Said once, it comes back to you within a month, with witnesses.

FILL THE BRACKET

Rough is fine, a paragraph is fine. The compression is the prompt's job. The conviction is yours.

The Listening *Read*

COPY THIS PROMPT

PASTE INTO YOUR AI

Ask me seven questions about how I behave while other people are speaking: when interrupted, when someone is wrong, when someone junior stumbles, when credit is handed out. Then give me the room's read on my listening, the habit that undercuts my level, and the replacement with its words.

WHY THE ROOM HEARS IT THIS WAY

The room watches you listen more than it watches you talk. A defended junior reads as a leader with a bench.

EXAMPLE OUTPUT

The read: generous with peers, impatient downward. The habit: finishing sentences for nervous speakers. Replacement: let the silence sit.

FILL THE BRACKET · No bracket. Answer from the last month of real meetings.

The Quarterly Voice *Recalibration*

COPY THIS PROMPT

PASTE INTO YOUR AI

Quarter end. Here is my voice read from three months ago, and a sample of how I speak and write now: [PASTE BOTH]. Compare them as the room would: what moved, what slid back under pressure. Name the one habit for next quarter and the Monday plan that starts it.

WHY THE ROOM HEARS IT THIS WAY

Substance compounds on its own. Voice compounds only when measured, because pressure returns everyone to their oldest sentences.

EXAMPLE OUTPUT

Moved: your updates open with verdicts now. Slid back: the hedges returned during the reorg weeks, when they cost most.

FILL THE BRACKET · Save every quarter's read. The first one is the before photo.

BEFORE YOU CLOSE THIS

The room hears you *either way.*

These prompts coach the voice. If you want to see how your profile currently reads to the same room, the free Nine-Second Read runs on our site: paste your profile, get the verdict, no email required to look.

THE FREE READ

craftyourconfidence.com/signal

The prompts write it. The Career Signal Bundle tracks it: the printable evidence journal, cue cards, and 90 day tracker that keep the receipts your new voice will need.

CRAFT YOUR CONFIDENCE

MADDY VISWANATH

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