



A Woman's Checklist for Communicating with Power and Authority

1. How do I feel?

- ✓ I'm competent AND confident.
- ✓ I'm a lion, not a cat.
- ✓ I will not take things personally.
- ✓ I will use my emotions as a strength.

2. How do I look?

- ✓ I am dressed for success.
- ✓ I have practiced my power poses.
- ✓ I will claim my power seat at the table.

3. How do I sound?

- ✓ I will eliminate undermining language.
- ✓ I will be clear, direct, and deliberate.
- ✓ I will not speak too softly, too high pitched, nor too fast.
- ✓ I will participate, challenge, and negotiate to get what I want.
- ✓ I will boast, brag and take credit.