



**START SMALL**. It gets easier with practice.



**ASK QUESTIONS.** You'll get more comfortable speaking up if you start by asking others to say more about points they've made.



**GET ADVANCE SUPPORT.** Find someone on your team who shares your point of view. Knowing they stand with you will make it easier for you to speak up in a meeting.



**TAKE THREE DEEP BREATHS.** Deep breathing relaxes your body and reduces fear.



**OFFER SOLUTIONS, NOT JUST PROBLEMS.** Your manager and team members will be more receptive if you put in the time and effort to find possible solutions.



Your voice matters. If you are reluctant to say what's on your mind, try these tips.