Meetings are an opportunity to work in a team to discuss and generate ideas.

But if you suffer from low self-esteem or nerves, you may find that your voice gets drowned out by the bigger personalities in the room.

Use these 5 top tips to make your presence known in meetings, and your opinions respected.

1. Reserve a Spot on the Agenda
   Make sure you get your say by putting it down in writing!

2. Speak Early
   Establish your presence in the group by speaking up early in the meeting.

3. Ask Questions and Speak Up for Others
   If nerves get the better of you, ease yourself into the discussion by asking questions.
   Or, you can participate by voicing your support for a colleague’s points.

4. Be Confident
   Don’t let others devalue your ideas. Know your worth and never apologize!

5. Choose Your Words Carefully
   Take time to observe and reflect. Then you can make helpful and productive contributions. It’s not always about being the loudest person in the room.

Meetings are a great opportunity to build influence at work, so it’s vital that you get your voice heard.

Learn more about How to Get Your Voice Heard in Meetings at: www.mindtools.com/voice