



Joyful Achiever Worksheet

Theme 13: Leading with Clarity in Meetings

This worksheet accompanies the 10 videos in Theme #13 and is designed to help you lead meetings with calm authority, focus, and confidence. Use it to prepare, reflect, and apply clarity-driven leadership in every meeting you lead or attend.

Video 1: [Clarity Is Leadership](#)

Insight Recap: Confusion creates stress. Clarity creates confidence and momentum.

Reflection: Think of a recent meeting that felt draining or unproductive. Where was clarity missing?

Action Step: Before your next meeting, write one clear sentence defining its purpose and share it at the start.

Video 2: [Set the Intention Before You Speak](#)

Insight Recap: Intentional leaders shape meetings before they begin.

Reflection: How often do you enter meetings reacting instead of leading intentionally?

Action Step: Set a silent intention before your next meeting: “By the end of this meeting, we will be clear about ____.”

Video 3: [Start with the Outcome](#)

Insight Recap: Meetings become focused when everyone knows what success looks like.

Reflection: How might meetings change if outcomes were named upfront?

Action Step: Begin your next meeting by clearly stating the desired outcome.

Video 4: [Less Talking, More Direction](#)

Insight Recap: Clear communication is concise and purposeful.

Reflection: Where do you tend to over-explain or add unnecessary detail?

Action Step: Before speaking, ask yourself: “What’s the clearest version of this message?” Then say only that.

Video 5: Ask Better Questions

Insight Recap: Powerful questions guide focus and accelerate decisions.

Reflection: What questions have helped past meetings move forward more effectively?

Action Step: Prepare one clarity-focused question before your next meeting.

Video 6: Name What's Unspoken

Insight Recap: Addressing unspoken tension restores trust and alignment.

Reflection: What topics tend to remain unspoken in your meetings?

Action Step: Practice saying: "Let me name what I'm noticing..." followed by a neutral observation.

Video 7: Redirect Without Apologizing

Insight Recap: Redirecting a meeting is leadership, not interruption.

Reflection: When meetings drift, how comfortable are you redirecting the conversation?

Action Step: Use this phrase when needed: "Let's bring this back to our goal."

Video 8: [Decide or Design the Next Step](#)

Insight Recap: Meetings need closure to create momentum.

Reflection: How often do meetings end without clear next steps?

Action Step: Before ending your next meeting, confirm the decision, next step, owner, and timeline.

Video 9: [Regulate Yourself First](#)

Insight Recap: Calm leaders communicate more clearly and listen more effectively.

Reflection: What physical or emotional signals tell you you're feeling overwhelmed in meetings?

Action Step: Before your next meeting, take one slow breath, relax your shoulders, and ground yourself.

Video 10: **Clarity Builds Credibility**

Insight Recap: Consistent clarity builds trust and leadership credibility.

Reflection: How do people respond when you lead with clarity and calm?

Action Step: After your next meeting, ask yourself: “Did I leave people clearer than before?”

Daily Practice

- Set an intention before every meeting.
- Lead with outcomes and next steps.
- Reflect briefly after meetings to refine your leadership.