

The 30-Second Clear Reply Card

Use this before reviews, client calls, appraisals, or any meeting where your work may be questioned.

WHEN CHALLENGED, DO THIS FIRST

1. RECEIVE

5 sec

Acknowledge without agreeing.

"That's a fair question."
"I hear that concern."

2. ANCHOR

15 sec

Name one thing you know.

"What I'm confident about is.."
"The work was built on.."

3. RESPOND

10 sec

Answer clearly or ask for clarity.

"The concern is__I addressed it by__"
"What specifically feels unclear?"

3 EXAMPLES

Use these as patterns. Do not copy them blindly.

Senior Challenge

"Why is this timeline longer than expected?"

"That's a fair question. What I'm confident about is the critical path depends on QA sign-off and client inputs. The concern is duration. I addressed it by protecting two risk buffers so we avoid rework later."

Client Challenge

"Why should we accept this approach?"

"I hear that concern. What I'm confident about is this approach reduces risk before scaling. The concern is confidence in the method. We can start with a small pilot and review results before full rollout."

Peer Challenge

"I do not think this logic works."

"Tell me more about what you're seeing. What I'm confident about is the logic follows the data we reviewed. Can you point to the step that feels weak?"

NOW WRITE YOUR VERSION

One meeting. One likely challenge. One clear reply.

My next likely challenge: _____

Receive: "That is a fair question."

Anchor: "What I am confident about is..."

Respond: The concern is ____. I addressed it by ____."

Invite if unclear: "Can you tell me what specifically feels unclear?"

7-Day Self-Check

7-DAY SELF-CHECK

Score: 0 = clear | 1 = recovered | 2 = missed

Day	Score	Better line next time
1	1	"The concern is timeline. I added buffer to avoid rework."
2		
3		
4		
5		
6		
7		

Based on the IntuiWell article:
[Why You Freeze in Meetings When Your Work Gets Challenged](#)