

Stop Saying "Just"

A Language Swap Sheet

The words you use shape the way people see you. Swap these today.

"I'm just the assistant." → **"I'm the Executive Assistant supporting [name/team]."**

"I only handle scheduling." → **"I manage executive time, priorities, and leadership alignment."**

"Sorry to bother you." → **"I want to flag something for your awareness."**

"I guess I could help." → **"I can take that on. Here is how I would approach it."**

"Hopefully this works." → **"Here is my recommendation."**

"I think this might work." → **"Based on my experience, I recommend..."**

"This might be a dumb question." → **"I want to make sure we've considered..."**

"Sorry, can I add something?" → **"I'd like to add a perspective here."**

"Just checking in on this." → **"Following up to keep this moving forward."**

"Sorry for the delay." → **"Thank you for your patience."**

You've been using words that shrink you. Now you have the ones that don't. Keep this list close. The more you practice, the less you have to think about it.

Your Impact is Real. Your Voice Matters. You Are Somebody.



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YOU ARE SOMEBODY