

The EA Power Phrases Cheat Sheet

Use them in meetings, emails, introductions, and reviews.

In Meetings:

"I want to make sure we've considered..."

"I'd like to add a perspective here."

"Before we move on, I want to flag..."

"Based on what I'm seeing, I'd recommend..."

In Emails:

"Following up to keep this moving forward."

"I want to make sure this stays on track."

"Here is my recommendation, based on..."

"I've taken the lead on this and here's where we stand."

When Introducing Yourself:

"I'm the Executive Assistant supporting [name]. I manage [scope]."

"I provide strategic administrative support that keeps operations running."

"My role focuses on [specific area of impact]."

In Performance Reviews:

"One of the things I'm most proud of this year is..."

"I'd like to highlight something that may not have been visible..."

"I'd like to discuss what the path to [next level] looks like."

"I want to make sure my compensation reflects the scope and impact of my contributions."

When Advocating for Yourself:

"I've been consistently contributing to [area] and I'd like to discuss how that's reflected in my role."

"I want to have a conversation about my growth and what the next step looks like."

"I've prepared some examples of my impact this year that I'd like to walk through."

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



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YOU ARE SOMEBODY