

**Own the Room:
A 5-Minute
Scorecard to
Elevate Your
Executive
Communication**



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Want to be seen as a leader- not just a team player?

To lead with impact, you need to communicate with clarity, confidence, and presence—across every channel, from boardroom conversations to written updates. Here’s the truth: even the most capable professionals hit a ceiling when their communication doesn’t match their expertise.

This short assessment will help you uncover how effectively you communicate across the leadership spectrum—from strategy meetings to stakeholder calls—and what to upgrade next to boost your executive presence.

Rate each statement below on a scale of 1-5, 1 being not true for me and 5 being very true for me. Please choose one number and do not right a decimal such as 3.5. Choose a number that best reflects your current habits, and not what you wish you were doing. After completion, **add the sum of your responses to arrive at your total score.**

← 1 (Least Likely) 5 (Most Likely) →

Statement

Response

Clarity: How effectively do you structure and share your ideas?

1.	Before I communicate, I clarify what the other person really needs to know	
2.	I choose the best channel (email, call, face-to-face) to deliver my message, <i>not just the fastest one.</i>	
3.	I organize my thoughts before I speak or write, so my message comes across clearly	
4.	I use visuals, frameworks, or examples to simplify complex ideas	
5.	I tailor my message to match the audience and context	



Connection: How well do you build trust and engage others when you communicate?

6.	I actively listen to others—without interrupting or planning my response while they're speaking	
7.	I'm tuned into body language, tone, and non-verbal cues in conversations	
8.	I show empathy and openness, even during challenging conversations	
9.	I follow up on messages promptly, politely, and clearly.	
10.	I consider cultural, personal, or team dynamics when communicating	

Confidence: How comfortable are you with using your voice and owning your message?

11.	I speak up in meetings—even when I'm unsure or the room is intimidating	
12.	I anticipate potential questions or confusion—and address them upfront	
13.	If something's unclear to me, I speak up and ask for clarity	
14.	I don't shy away from offering a different perspective or challenging ideas respectfully	
15.	I feel confident expressing my ideas without overexplaining or apologizing	



Score Key: Add Your Total Score Out of 75. Then check 

 **60-75: You are The Confident Communicator**

You're clear, thoughtful, and already making a strong impact when you speak. You lead conversations with intention and clarity, and your presence builds trust. People respect how you express yourself, and it shows.

But even confident communicators have room to grow. Want to stand out even more in high-stakes moments or leadership transitions?

 **Next Step Tip:**

Refine your executive presence by focusing on high-impact storytelling, strategic brevity, and adapting your tone to influence different decision-makers.

 **35-59: You are The Thoughtful Technician**

You're competent and clear, but something's not quite landing. You probably communicate well in most settings, but under pressure (or in higher-level conversations), your message can get muddled or muted. You may be overthinking your delivery, relying too much on logic vs connection, or hesitating when the stakes rise.

 **Next Step Tip:**

Develop greater confidence in how you communicate—not just the what. Learning to read the room, speak up with boldness, and simplify your message can change everything.

 **15-34: You are The Quiet Expert**

You have valuable insights, but your communication style may be holding you back. Whether it's hesitation, unclear messaging, or lack of follow-up, your ideas aren't making the impact they could. You may find yourself shrinking in group settings, multitasking through conversations, or struggling to connect with your audience.

 **Next Step Tip:**

Start with small shifts: speak once in every meeting, prep a go-to opening phrase, or ask for feedback from a trusted peer. Then build up to owning the room with presence and purpose.



Want to Speak Your Mind with Confidence, Communicate with Impact & Lead with Influence?

Do you **hold back in meetings**—even when you have something valuable to say?

Wish your **words** carried more weight and **left a lasting impression**??

Ready to communicate with the kind of **clarity and presence that commands attention**—whether you're presenting, pitching, or leading the room?

Empower Your Edge!

Click on the button below for a **1-on-1 strategy consultation** with me and we'll create your personalized communication path forward using my **EDGE™ Framework**—designed to help you lead with clarity, direction, and presence!

[I Want to Meet Smita](#)



About Smita D Jain

Smita D Jain is a certified Personal Empowerment Life Coach, Executive Coach and Neuro-linguistic Coach Practitioner, empowering professionals like you to communicate with confidence and lead with impact so that they thrive in meaningful careers they love.

An SRCC and IIM Alumna with 14+ years of corporate journey advising Indian and Global clients in their business strategies and transformation, Smita knows that you need more than strategies to succeed. Through her 'Empower Your Edge' Coaching Programs, Smita has empowered 300+ leaders across 11 countries to speak with power and communicate with authority.

Smita is a 3X TEDx speaker, an expert speaker on various platforms, corporate conferences and TV channels. She was amongst the Top 10 trending expert speakers at SpeakIn in 2021 and appeared in the expert speaker panel of CNN, CNBC and Zee Business. Smita has also been featured in leading newspapers like *'The Times of India'* and *'The Daily Guardian'* and digital magazines like *'Authority'* and *'Brilliant Read'*.

You can book a Strategy Session with Smita at <https://www.lifecoachsmidajain.com/booking>. For a Free Subscription to Empower Your Edge Newsletter, visit <https://www.lifecoachsmidajain.com/>

