

# VIRTUAL SPEECH COACH

## Elevating Experts' Presentation Skills

### Meeting GPS: Getting Back on Route

When discussions go off track during meetings, it's important to redirect tactfully. Below are strategies and sample phrases to help keep discussions focused.

#### 1. Use the Agenda as an Anchor

- "This is a good point. Let's note it and come back if time allows. For now, let's return to [main topic]."
- "That's interesting-maybe we can circle back to it later. For now, let's focus on [agenda item]."

#### 2. Time-Based Framing

- "We only have [X] minutes left for this topic, so let's bring it back to [core issue]."
- "Let's not lose sight of the objective. We need to resolve [topic] before moving on."

#### 3. Use a Parking Lot or Note-Taking Strategy

Sometimes great ideas come up at the wrong time. Keep the conversation on track by noting tangents in a "parking lot"—a document or whiteboard section to revisit later. This validates the input while maintaining momentum.

- Alternate phrases include: "Let's put a pin in that," "Let's note that for later," or "That's a good point—we'll flag it and revisit it after we wrap this topic."

#### 4. Reflect and Redirect

- "What you're saying connects in a broader sense, but I'd like to steer us back to [specific objective]."
- "Interesting perspective—let's hold that thought and return to [main topic] for now."

#### 5. Clarify Priority

- "All of this is valuable, but to stay productive, let's prioritize [main issue]. Can we revisit the other point if time permits?"
- "Let's focus on what's most urgent right now-[topic]. We can return to this if we have extra time."

#### 6. Invite Concise Input to Regain Focus

- "Let's do a quick round of thoughts on [core issue], then decide how to move forward."
- "Let's summarize where we stand and move toward next steps on [agenda item]."

#### 7. Reconfirm the Meeting Objective

- "Just to keep us aligned—our goal today is to [state objective]. Let's get back to that."
- "To meet our goal for this meeting, let's refocus on [issue at hand]. We can revisit that other point afterward if needed."