



Office Dynamics Cheat Sheet

When You Want More INFLUENCE:

ROOM DYNAMICS	STRATEGY	POWER MOVE
Fast-moving – quick, interruptive, wants to keep things brisk.	Lead with your main point, only giving details if asked. Match their pace without rushing into mistakes.	Open with: <i>“In one point, here’s what you need to know...”</i> – then deliver it confidently.
Detail-oriented – zeroes in on specifics, facts, and numbers.	Bring data, examples, or documentation. Anticipate questions and have clear answers ready.	Hand them a one-page fact sheet before speaking. It shows respect for their style and saves time.
Idea-driven – loves brainstorming and possibilities.	Build on their ideas using “what if” or “imagine if.” Keep your message flexible.	Connect your point to <i>their</i> favorite idea from earlier. They’ll see it as a natural extension.
Dominant or Strong-willed, often blunt or tends to control the floor.	Be concise. Wait for natural pauses or use a bridge phrase to enter. Don’t take bluntness personally.	Use: <i>“Bottom line – here’s what will move us forward...”</i> or <i>“Can I build on that?”</i>
Even-keel – calm, steady, doesn’t show much emotion.	Use logic, structured talking points, and steady tone.	Summarize with: “Here’s the practical next step I recommend.” Makes it easy for them to act.
Collaborative – likes to involve everyone, seeks consensus and harmony.	Show how your idea benefits the group and invite input to strengthen it.	Ask: <i>“What would make this even better for the team?”</i> or <i>“We both want X.”</i>



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When You Have No VOICE:

CHALLENGE	STRATEGY	POWER MOVE
You're talked over or interrupted	Stay calm, don't rush to talk over others or raise your voice. Reclaim your space with authority.	"Hold on, I'd like to finish that thought." or "That connects directly to what I was saying... here's how."
Your ideas get ignored until someone else repeats them.	Create ownership and allies for your ideas.	"Building on what I shared earlier..." or ask an ally in advance to back you up.
You're not getting called on or included in discussions.	Step in with value, not permission.	"I'd like to add a quick perspective on that." or "Here's one thing that has worked for me in the past."
Your ideas is dismissed or shot down quickly.	Don't argue or defend right away. Ask a question that keeps the idea alive and invites re-evaluation.	"Can you tell me what concerns you the most about my approach?" or "What would make it more workable from your perspective?"
You're not in the room where decisions happen.	Build visibility outside the meeting so your voice is known before decisions are made.	Share insights or wins through brief updates, recap emails, or 1:1 meetings. "I wanted to share a quick result from our project that might help with upcoming planning."



If you're curious whether more depth would be useful, you can explore the Visibility Strategy Session here: barbmonson.com/visibility