

Your SAFE TO SPEAK CHECKLIST

QUICK SCAN FOR MEETINGS, PROJECTS OR TEAMS

Before / During / After a meeting, ask yourself:

- ☐ Did everyone have a chance to speak (not just the usual suspects)?
- ☐ Did we invite curiosity with questions like “What’s not being said?” or “What have we missed?”
- ☐ Did we respond to ideas with interest before evaluation (curious first, critique second)?
- ☐ When a mistake or concern was raised, was it treated as learning rather than blame?
- ☐ Did we show humility - admitting what we didn’t know or asking for help?
- ☐ Did someone get cut off, ignored, or dismissed? If yes - how do we reset that?
- ☐ Did we finish with clear ownership so contributions feel valued?

SCORE YOURSELF:

- **6–7 ticks → High safety zone**
- **3–5 ticks → Patchy, needs attention**
- **0–2 ticks → Danger zone — silence incoming**

THE “SPEAK UP SIGNALS” TOOL

(Spotting cracks before they become silence)

Watch out for these red flags:

- Eye-rolls, nicknames, or side chatter when someone speaks.
- Long pauses where people glance at each other, but nobody jumps in.
- The same 2–3 voices dominating every discussion.
- Over-optimism or “let’s just get it done” culture that squeezes out challenge.
- Leaders downloading data at the start of meetings instead of inviting dialogue.

MOVE MAKER PROMPT:

At your next team check-in, ask:

“What’s one thing we could do to make it easier for you to say what you really think?”