

24 PHRASES THAT BUILD TRUST, CLARITY & RESPECT AT WORK

(...and take less than 10 seconds to say)

Trust-Building Phrases

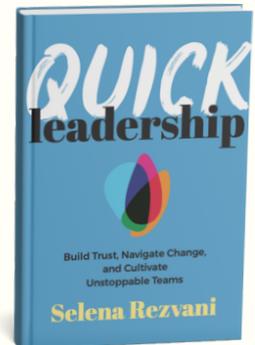
Use these when you want to show people they're safe, supported, and seen.

- Reassure: "I've got your back on this."
- Relieve Pressure: "You don't need to have the answer right now."
- Own It: "Here's where I need to own up to dropping the ball..."
- Recognize Effort: "I noticed the effort, even if the outcome wasn't perfect."
- Empower: "I trust you to run with this. Let me know where you need me."
- Commit: "I'll update you so you're not left hanging."

Clarity-Building Phrases

Use these when you want to prevent confusion & reduce unnecessary friction.

- Define Success: "Here's what success looks like."
- Focus: "Let's name the real decision we're making."
- Set Boundaries: "This part is flexible. This part isn't."
- Unblock: "What do you need from me to move forward?"
- Reset: "Can we pause and reset expectations?"
- Explain: "Here's the why behind this ask."



Respect-Building Phrases

Use these to show you value people's contributions & humanity.

- Validate Dissent: "Thanks for pushing back—I'm glad you said that."
- Appreciate Perspective: "That perspective hadn't occurred to me. I'm glad you brought it up."
- Affirm Belonging: "You don't need to earn your spot at this table. You're here and you're valued."
- Invite Input: "I want to make sure your voice is heard before we wrap."
- Listen Deeply: "I'm listening. Please say more."
- Explore Further: "Can we go one layer deeper on that?"