

Unmute the Room:

Sound Check Worksheet

Before every show, a band does a sound check to make sure the audience can hear them clearly, that their instruments are in tune and that everything is ready to go. Leaders: what is your version of soundcheck?

This worksheet helps you soundcheck so that your message lands loud and clear.

Step 1: Where am I too loud?

- *Noise*
- *Over-communication*
- *Overcommitting*
- *Posting without connecting*
- *Overwhelming self/audience?*

Step 2: Where am I too quiet?

- *Boundaries*
- *Pricing*
- *Delegation*
- *Speaking from the heart*
- *What am I whispering when I should be speaking with confidence?*

Step 3: What needs tuning or amplification?

- *What clients should feel*
- *What message should be clearer*
- *What needs boldness*