



THE 30-DAY

# Speaking Confidence Challenge

---

Speak clearly and confidently at work,  
even when English isn't your first language.

About 10 minutes a day • 30 days • real progress

**SpeakSteady**

[getsspeaksteady.com](https://getsspeaksteady.com)

DAY 1 • about 10 min

# The Physiological Sigh

## TODAY'S SKILL

When you're nervous, your breathing gets fast and shallow, and your voice follows. The physiological sigh is a simple breathing pattern that slows things down. You can do it before a meeting, a call or an interview without anyone noticing.

### WHY IT WORKS

In a 2023 Stanford study, people who practised "cyclic sighing" for 5 minutes a day had a bigger daily boost in positive mood than people who practised mindfulness meditation (Balban et al., 2023).

## YOUR 10-MINUTE TASK

- 1 Breathe in through your nose until your lungs feel full.
- 2 Take a second, shorter sip of air through your nose to top up.
- 3 Breathe out slowly through your mouth, longer than the in-breath.
- 4 Repeat for 5 minutes today. Set a timer and keep it relaxed.
- 5 Before your next call or meeting, do just 3 sighs. Notice how your voice sounds after.

**English tip:** Many people find English words come more easily once their body is calm. Do 3 sighs before any English conversation that matters.

## REFLECT

How I felt before (1-10 calm): \_\_\_\_ after: \_\_\_\_

---

---

Where I'll use this tomorrow:

---

---

☐ Done!

Confidence today:

1 2 3 4 5 6 7 8 9 10

DAY 2 • about 10 min

# “I’m Excited”

## TODAY’S SKILL

Telling yourself to “calm down” rarely works. Anxiety and excitement feel almost the same in the body: fast heartbeat, energy, butterflies. Instead of fighting that energy, you’re going to give it a new name.

### WHY IT WORKS

In experiments at Harvard, people who said “I am excited” out loud before giving a speech were rated as more persuasive, competent and confident than people who said “I am calm” (Brooks, 2014).

## YOUR 10-MINUTE TASK

- 1 Pick one speaking moment today: a meeting, a call, even ordering food.
- 2 Just before it, say quietly (or in your head): **“I am excited.”**
- 3 Notice the nerves, and treat them as fuel, not as a warning sign.
- 4 Extra practice: record 30 seconds on “A goal I’m working towards”, saying “I am excited” first.
- 5 Write down what changed, even if it was small.

**English tip:** Say it in whatever language feels natural. “Main excited hoon” works too. The label matters, not the language.

## REFLECT

The moment I tried it:

---

---

What felt different:

---

---

☐ Done!

Confidence today:

1 2 3 4 5 6 7 8 9 10

DAY 8 · about 10 min

# Point First

## TODAY'S SKILL

Most people build up to their point: background, context, details, and finally the point. By then, listeners have stopped listening. Today you'll flip it: say your point first, then explain.

### WHY IT WORKS

The Pyramid Principle, taught for decades at McKinsey, says to start with your main idea and then support it (Minto, 2009). Listeners know where you're going, so everything you say after makes more sense.

## YOUR 10-MINUTE TASK

- 1 Learn PREP: **P**oint, **R**eason, **E**xample, **P**oint again.
- 2 Pick a question: "*Should teams work from home on Fridays?*" (or any question from your work).
- 3 Write your PREP answer below, one line per letter.
- 4 Say it out loud in under 45 seconds. Record it.
- 5 Use PREP once today when someone asks you a question.

**English tip:** Point-first is easier in a second language: one clear sentence at the start, then simple support. No long sentences needed.

## REFLECT

**P (my point):**

---

---

**R (reason): / E (example):**

---

---

☐ **Done!**

Confidence today:

1 2 3 4 5 6 7 8 9 10

## DAY 8 • SEE IT IN ACTION

## Example: Point first (PREP)

Question: "Should teams work from home on Fridays?"

|                        |                                                                                       |
|------------------------|---------------------------------------------------------------------------------------|
| <b>P • POINT</b>       | Yes, I think we should try it for one month.                                          |
| <b>R • REASON</b>      | Fridays are mostly for focused work, and people do that better without interruptions. |
| <b>E • EXAMPLE</b>     | Last quarter, our team finished most of our reports on days with fewer meetings.      |
| <b>P • POINT AGAIN</b> | So let's test it for a month and look at the results.                                 |

## YOUR TURN: WRITE YOUR OWN VERSION