

Avoid saying these 5 things in meetings

Meetings can be a wonderful collaboration tool or a wasteful, hostile time sink. Ideally they give colleagues an opportunity to share ideas, give kudos and enjoy one another's company. They "are also a place where people jockey for position, work out disagreements and hurt each other's feelings," says Gretchen Rubin.

She outlines some phrases that can really serve to undermine others.

1. **"I don't need all the details. Let's just get to the bottom line."** The speaker implies that the details only matter to people quibbling over them, and that his time is too valuable for this.
2. **"Well, these are the facts."** This implies that others are biased by opinions, prejudices or sentiment while the speaker is above such things.
3. **"You might be right."** The speaker appears open to other viewpoints, while subtly indicating that he's questioning your authority and credibility.
4. **"I'm wondering about _____. Pat, please get back to us on this."** The speaker demonstrates reasoned decision-making in front of everyone else, while making Pat do the actual research and legwork and then report back.
5. **"You did a great job on that, Pat!"** The speaker sounds positive, but at the same time shows that he's in the position to judge and condescend to Pat.

— Adapted from "[Beware These Tricks for Making You Look Bad in Meetings](#)," Gretchen Rubin, LinkedIn.