



## Respect Reset Toolkit

Reclaim Your Voice. Redefine Your Value. Reset the Tone.

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### ♦ What This Toolkit Is

You're not imagining it.

You *are* doing more and getting less.

This toolkit isn't about working harder. It's about working *smarter*—to reposition how you're seen, heard, and respected at work.

Use this guide to:

- ✓ Evaluate how you're currently perceived
  - ✓ Spot patterns of undervaluation
  - ✓ Reset expectations with strategic communication
  - ✓ Build relational power to reinforce your value
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### **PART 1: Self-Assessment – How Are You Perceived?**

Rate yourself honestly from 1–5 for each statement (1 = never true, 5 = always true):

- My ideas are listened to and taken seriously in meetings.
- I am given decision-making authority proportional to my responsibilities.

- When I make a mistake, I'm treated fairly.
- I am not interrupted or spoken over in meetings.
- My wins are recognized publicly or by leadership.
- I feel psychologically safe speaking up about concerns or problems.
- I have mentors, sponsors, or allies who advocate for me.
- I don't feel I have to "over-explain" to be heard.

**Scoring:**


- **35–40:** You're likely seen as a respected leader—keep reinforcing your influence.
  - **25–34:** Some respect is present, but there may be inconsistencies or gaps.
  - **Below 25:** You may be in a cycle of under-recognition—strategic shifts are needed.
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## **PART 2: Spot the Subtle Disrespect**

Here are 6 micro-patterns to watch for. Which apply to you?

- You're praised in private but excluded from public decision-making.
- You're always asked for feedback but rarely see your ideas used.
- You're told you're "great with people"—but not "strategic."
- Others with less tenure are promoted ahead of you.
- You feel you have to "code-switch" or dilute your tone to be heard.


- You're labeled “difficult” for being direct—while others are labeled “leaders.”

 **Respect red flag:** When your emotional labor is praised more than your intellectual contributions.


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## **PART 3: Reset the Tone – Scripts to Reclaim Your Authority**


### **Scenario 1: You're being interrupted**

 “I’d like to finish that thought before we move on. Thank you.”


### **Scenario 2: You're given tasks without recognition**

 “I’m happy to contribute—but I’d like to ensure my role in this is visible to leadership.”

### **Scenario 3: Your ideas are dismissed or reworded by someone else**

 “I appreciate that, and I’d like to reiterate what I mentioned earlier—that idea came directly from the research I shared last week.”

### **Scenario 4: You're overextended with no added influence**


 “Given the scope of what I’m managing, I’d like to revisit my title/responsibilities to ensure they match the value I’m providing.”

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## **PART 4: Build Respect Like You Build Power—Relationally**

Respect isn’t just about your performance—it’s about **perception + proximity**. Start investing in:

- **Sponsors:** People who can say your name in rooms you’re not in.
- **Allies:** Colleagues who reinforce your credibility publicly.
- **Mentors:** Guides who help you navigate politics with wisdom.
- **Yourself:** Set boundaries and speak with authority, not apology.

 **Action Step:** Identify 3 people who could advocate for you. Book time with at least one this month to deepen that relationship.

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## **PART 5: Reframe, Reclaim, Reintroduce**

Sometimes, people get stuck seeing you how you *were*, not who you *are*.  
Use this quick framework to reset how you're introduced and understood:

### **Step 1: Reframe Your Role**

➡ “While I started as the implementation lead, I now shape cross-functional strategy that impacts the full org.”

### **Step 2: Reclaim Your Narrative**

➡ “My focus is delivering results *and* shaping culture through influence, not just execution.”

### **Step 3: Reintroduce Yourself with Authority**

➡ “I bring a strong operational lens—but what sets me apart is my ability to lead through uncertainty and alignment.”

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## **Final Word: Don't Wait. Reset.**

You don't need permission to claim the respect you deserve.  
You need strategy, clarity, and courage.

Respect isn't given. It's **built**, **defended**, and **modeled**.

Now ask yourself:

**What's one boundary, one conversation, or one relationship you can reset this week?**

 *Start there. Respect grows from action.*