



Speak with Impact Toolkit

Two Tools Every Admin Needs

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You don't need to over-explain to be heard. Use the right tool for the right situation:

- **Tool 1 - Quick Update Formula (HCA):** Use when providing brief updates, manager briefings, or quick status reports.
- **Tool 2 - 10-Minute Prep Framework:** Use when preparing for short presentations, trainings, or high-stakes conversations.

Tool 1: Quick Update Formula (HCA)

Your go-to tool for concise, everyday updates.

👉 Use this when you catch yourself giving too much backstory or when time is tight.

H - Headline

What's the main point in one clear line?

C - Context

1-2 sentences: Why does this matter right now? What caused it?

A - Ask

What action, decision, or awareness do you need from them? What do you recommend?

💡 *Pro tip: Aim for 60 seconds or less. If you need more time, move on to the 10-Minute Prep Framework.*



Tool 2: 10-Minute Prep Framework

Your structure for bigger conversations and presentations.

☞ Use this when you're speaking to a group, presenting at a meeting, or sharing a key update that could influence decisions.

1. Intention

What do I want them to think, feel, or do by the end?

2. Audience

Who's in the room? What do they care about? Alignment is key.

3. Message Map (outline your talk in 5 steps):

- **Opening (hook/problem/story):** _____
 - This is your way to grab attention.
 - Example: Our project is two weeks ahead of schedule.
 - Example: We hit a roadblock this week, but we've already identified solutions.
 - Think: How can I set the stage in 15-30 seconds?
- **Point 1 + support:** _____
 - Your first main point.
 - Add a quick fact, data point, or example to back it up.
 - Example: We cut processing time by 20% after switching systems

☞ Notice the formula: Result first → cause second.
That's what makes it clear and easy to digest.

- **Point 2 + support:** _____
 - Your second main point:
 - Example: Weekly check-ins have improved cross-team communication.

☞ Use this formula: Result first + what made it happen.
That way it lands quickly and clearly.



Tool 2: 10-Minute Prep Framework Continued

- **Point 3 (optional) + support:** _____
 - Only add if needed - don't force three.
 - Example: We've stayed within budget every quarter.
- **Close (one clear call-to-action):** _____
 - End with a clear direction.
 - Example: I need your approval today to proceed to Phase 2.
 - Example: I'm requesting your feedback on the next steps by Friday.
 - Let's agree on the timeline so we can hit our year-end goal.

👉 The close answers: Now that they've heard me, what do I want them to do, decide, or know?

4. Delivery Focus (circle 1-2 to practice)

Voice | Pauses | Posture | Eye Contact | Energy

💡 Pro tip: Write your intention at the top of your notes — it keeps you focused and prevents rambling.

The more you practice these two tools, the easier and faster they'll become. Soon, you'll know which one to grab without even thinking about it.

Want to take your communication to the next level? Explore Peggy's Speaking with Impact 12-month program, book a workshop for your team, or check out her books at PeggyVasquez.net.