

Catchy Headline



Power Phrase



What it does

1	Back to business	<i>„Let’s briefly return to the main point.“</i>	Brings focus back without blaming anyone
2	Structure first	<i>„I suggest we first clarify the problem and then discuss possible solutions.“</i>	Creates a clear discussion flow
3	Make sense of it	<i>„I’m hearing three different perspectives here. Let me briefly summarize them.“</i>	Bundles inputs and provides orientation
4	Park it professionally	<i>„That’s an important point, but it belongs in a separate discussion. Let’s park it for now.“</i>	Stops digressions while valuing input
5	Open the floor	<i>„We’ve heard several voices now. Are there any other perspectives in the room?“</i>	Activates quieter participants
6	Cool down, step back	<i>„I can see this topic is important. Let’s take a step back and look at the facts.“</i>	Deescalates emotional situations
7	Decision mode on	<i>„What exactly do we need to be able to make a decision at this point?“</i>	Drives toward outcomes and clarity
8	Time check	<i>„We have five minutes left for this topic. What is the key result we want to achieve?“</i>	Keeps time and outcome in focus
9	Crystal clear	<i>„If I understood correctly, we are dealing with two key questions here.“</i>	Sharpens understanding
10	Lock it in	<i>„Let’s briefly capture what we have just agreed on.“</i>	Secures results and commitment



- Use these phrases as a moderation toolkit.
- Don’t use them all at once; use them as the situation calls for.

