

Cheat Sheet How to Unlock Your Hidden Influence at Work

Influence without a title. Impact without authority.

What “Hidden Influence” Really Means

Influence isn't about position.
It's about **credibility + relationships + consistency**.

You don't need a leadership title to:

- Shape decisions 
- Guide conversations 
- Drive change 
- Elevate team performance 

 Influence is earned in small moments — not announced in big ones.

The 5 Keys to Unlocking Your Influence

1 Build Credibility First

Influence starts with trust.

- ✓ Deliver on commitments
- ✓ Prepare before speaking
- ✓ Know your facts
- ✓ Stay consistent

Competence creates confidence in others.

2 Master Strategic Visibility

Good work isn't enough — it must be seen.

- ✓ Share progress updates
- ✓ Tie work to business impact
- ✓ Speak up in meetings (even briefly)

✦ Visibility ≠ bragging.
It's clarifying value.

3 Ask Better Questions ?

Influential people guide with curiosity.

Try:

- “What outcome are we aiming for?”
- “What problem are we solving?”
- “Have we considered X?”

Questions shape direction without confrontation.

4 Strengthen Relationships 🤝

People support those they trust.

- ✓ Listen actively 💡
- ✓ Support others publicly ✨