

Individual Goal & Tracking Sheet

ENGAGING HUMOR

NAME:

| Title | Project | Speech Title | Preferred Date |
|--|--|-----------------------------------|----------------|
| LEVEL 1 | | LEVEL COMPLETION GOAL DATE | |
| Ice Breaker | 4-6 min speech | | |
| Evaluation and Feedback (part a) | 5-7 min speech | | |
| Evaluation and Feedback (part b) | 5-7 min speech | | |
| Evaluation and Feedback (part c) | 2-3 min evaluation | | |
| Researching and Presenting | Resources, 5-7 min speech | | |
| LEVEL 2 | | LEVEL COMPLETION GOAL DATE | |
| Know your Sense of Humor | 5-7 min speech | | |
| Connect with the Audience | 5-7 min speech | | |
| Introduction to Toastmasters Mentoring | 5-7 min speech | | |
| LEVEL 3 | | LEVEL COMPLETION GOAL DATE | |
| Engage Your Audience with Humor | 5-7 min speech | | |
| Plus 2 Electives from the following | | | |
| <i>Active Listening</i> | <i>Table Topics Master</i> | | |
| <i>Connect with Storytelling</i> | <i>Choose Story, 5-7 min speech</i> | | |
| <i>Creating Effective Visual Aids</i> | <i>Create 1-3 visual aids, 5-7 min speech</i> | | |
| <i>Deliver Social Speeches (part a)</i> | <i>Social Speech Basics Resource, 3-4 min speech</i> | | |
| <i>Deliver Social Speeches (part b)</i> | <i>3-4 min speech</i> | | |
| <i>Effective Body Language</i> | <i>5-7 min speech</i> | | |
| <i>Focus on the Positive</i> | <i>Record moods for two weeks, 5-7 min speech, project completion form</i> | | |
| <i>Inspire Your Audience</i> | <i>5-7 min speech</i> | | |
| <i>Make Connections Through Networking</i> | <i>Resources, 5-7 min speech</i> | | |
| <i>Prepare for an Interview</i> | <i>Resources, 5-7 min speech</i> | | |
| <i>Understanding Vocal Variety</i> | <i>5-7 min speech</i> | | |
| <i>Using Descriptive Language</i> | <i>5-7 min speech</i> | | |
| <i>Using Presentation Software</i> | <i>Develop Presentation Slides, 5-7 min speech</i> | | |

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| Roles to be completed | Date Done |
|-----------------------|-----------|
| Table Topics Master | |
| Toastmaster | |
| General Evaluator | |

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| LEVEL 4 | | | Level Completion Goal Date |
| The Power of Humor in an Impromptu Speech | Two 2- to 3-minute speeches delivered at the same meeting | | |
| Plus 1 Elective from the following | | | |
| <i>Building a Social Media Presence</i> | <i>Establish/Enhance Social Media, 5-7 min speech</i> | | |
| <i>Create a Podcast</i> | <i>Record 60 min podcast, 2-3 min speech</i> | | |
| <i>Manage Online Meetings</i> | <i>Resources, 20-25 min meeting</i> | | |
| <i>Manage Projects Successfully (part a)</i> | <i>Resources, 2-3 min speech</i> | | |
| <i>Manage Projects Successfully (b)</i> | <i>5-7 min speech</i> | | |
| <i>Managing a Difficult Audience</i> | <i>Role Play, 5-7 min speech</i> | | |
| <i>Public Relations Strategies</i> | <i>PR Strategy, 5-7 min speech</i> | | |
| <i>Question-and-Answer Session</i> | <i>5-7 min speech, Q and A</i> | | |
| <i>Write a Compelling Blog</i> | <i>Resources, 2-3 min speech</i> | | |
| LEVEL 5 | | | Level Completion Goal Date |
| Deliver Your Message with Humor | 18 – 22 minutes | | |
| Plus 1 Elective from the following | | | |
| <i>Ethical Leadership</i> | <i>Ethical Framework, Panel Discussion</i> | | |
| <i>High Performance Leadership</i> | <i>Complete a Leadership Project using HPL guidelines.</i> | | |
| <i>Leading in Your Volunteer Organization</i> | <i>Volunteer Role, Resources, 5-7 min speech</i> | | |
| <i>Lessons Learned</i> | <i>Resources, 5-7 min speech</i> | | |
| <i>Moderate a Panel Discussion</i> | <i>Resources, 20-40 min Panel Discussion</i> | | |
| <i>Prepare to Speak Professionally</i> | <i>Worksheet, 18-22 min Keynote Speech</i> | | |
| Reflect on Your Path | TM Journey Resource, 10-12 min speech | | |