

# Individual Goal & Tracking Sheet

## TEAM COLLABORATION

NAME:

Title	Project	Speech Title	Preferred Date
<b>LEVEL 1</b>		<b>LEVEL COMPLETION GOAL DATE</b>	
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		
<b>LEVEL 2</b>		<b>LEVEL COMPLETION GOAL DATE</b>	
Understanding Your Leadership Style	Discover Your Leadership Style, 5-7 min speech		
Active Listening	Table Topics Master		
Introduction to Toastmasters Mentoring	5-7 min speech		
<b>LEVEL 3</b>		<b>LEVEL COMPLETION GOAL DATE</b>	
Successful Collaboration	Resources, 5-7 min speech		
<b><i>Plus 2 Electives from the following</i></b>			
<i>Connect with Storytelling</i>	<i>Choose Story, 5-7 min speech</i>		
<i>Connect with Your Audience</i>	<i>Unfamiliar Topic, 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>Know Your Sense of Humor</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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## TEAM COLLABORATION

NAME:

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

Title	Project	Speech Title	Preferred Date
<b>LEVEL 4</b>			<b>Level Completion Goal Date</b>
Motivate Others	Resources, 5-7 min speech		
<b>Plus 1 Elective from the following</b>			
<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>		
<b>LEVEL 5</b>			<b>Level Completion Goal Date</b>
Lead in Any Situation	Serving in leadership (6 mo), 360, 8-10 min speech		
<b>Plus 1 Elective from the following</b>			
<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		