

Weekly Practice Planner

One week, one talk, seven small sessions. Fill in the top two boxes on Monday, then fill in a row each time you actually speak out loud. The rows you leave empty are the honest part.

THE TALK I AM WORKING ON

A topic, or the title. One line is enough.

THE ONE THING I AM FIXING

One only. Pace, or pauses, or the opening — not all three.

The week

DAY	WHAT I PRACTICED OUT LOUD	MINUTES	NERVES 1–10
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

A session counts only if you said the words out loud, standing up. Reading your notes in your head is not practice. Ten minutes is a session.

Little and often beats one long night. Several short sessions spread across the week will hold better than the same total time the evening before. The reason, and the research behind it, is at englishrefresher.com/how-to-rehearse-a-presentation/

One full run-through

Once this week, do the whole thing start to finish without stopping. Mistakes included. That is the session that tells you your real length.

- ☐ I wrote six keywords on a card. Six — not sentences.
- ☐ I stood up. The kitchen counts.
- ☐ I ran the whole thing without stopping, and kept going when I went wrong.
- ☐ I timed it, so I know my real length.

MY REAL LENGTH

Minutes and seconds. Not your guess — the clock.

WHAT I WOULD CUT

There is always something. Name it now, while you are honest.

Next week

One sentence. What are you changing?