

Place an X on the spot anywhere along the line that best characterizes how you see yourself on these issues OVERALL. Use the descriptions for 1, 5 and 10 to guide your choice.

Confidence: Feeling comfortable and self-assured when speaking in front of a group.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 I'm a complete wreck. I'm not particularly comfortable but I can get through OK. I love it!

Authenticity: The ability to be truly yourself in front of a group and speak from the heart.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 Are you kidding? I can't let them see the real me. The real me comes out sometimes. Who else could I be but myself?

Persuasiveness: The ability to get others to see your point of view.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 I can never convince anyone of anything. Sometimes I get my point across, sometimes I don't. When I talk, people listen.

Organization: Structuring information so you stay on track and the audience can understand.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 I'm a mess. My mind is chaos. I have some sense of structure but sometimes get off-track. I know just where I am & where I'm going.

Customization: Tailoring a presentation so it meets the needs of the specific audience.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 It's all I can do to get through a canned talk, much less customize. I can adjust somewhat but I'd rather keep things the same. I enjoy making each talk unique.

Integrating Visual Aids: The ability to smoothly incorporate visual support for your points.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 It throws me off completely. I don't mind using them, but it takes concentration. It's no problem at all.

Answering Questions: Handling even challenging questions with grace and professionalism.

1-----2-----3-----4-----5-----6-----7-----8-----9-----10
 I feel like I'm being used as target practice. I might get a little flustered but I can usually cope. Bring it on!

Quick Self-Assessment- B[©]

From the list below, CIRCLE those attributes or skills you consider your best strengths as a speaker, and place a CHECK next to those you think need considerable work. Don't feel obliged to mark every item; only those that particularly strike you one way or the other. Feel free to add others at the bottom of the page.



√ **Needs Work**

- | | | | |
|-----------------------------------|----------------------------|------------------------------------|------------------------|
| Charisma | Honesty | Flexibility | Eye Contact |
| Using Humor | Building rapport | Using logic to make a point | Staying focused |
| Vocal power | Energy/Enthusiasm | Comfort | Using visual aids |
| Creating handouts | Thinking on your feet | Answering questions | Movement |
| Dealing w/ the unexpected | Recovering from mistakes | Structuring information | Using hands |
| Using silence | Minimizing distractions | Handling logistics & equipment | |
| Tailoring message to the audience | Establishing credibility | Getting audience's attention | |
| Maintaining order | Making useful notes | Giving audience a reason to listen | |
| Keeping composure | Starting effectively | Using transitions | Concluding effectively |
| Selecting material to use | Making message interesting | "Reading" the audience | |
| Authenticity | Handling hostility | Managing time | Being concise |
| Making my point clear | Involving the audience | Designing visual aids | Being heard |
| Handling visual aids | Using appropriate language | Making speed appropriate | Posture/Stance |
| Using notes effectively | Anticipating problems | Getting past the jitters | |
| Facial expression | Dressing appropriately | Giving team presentations | Being "approachable" |
| Being smooth & seamless | Keeping it conversational | "Psyching" myself up | |

Quick Self-Assessment- C[©]

1. What are your most memorable positive speaking experiences?
2. Are there any negative speaking experiences that have had an impact on your speaking today?
3. What topics, types of audiences or other elements really light you up? When do you feel most "in the zone" when speaking? In life in general?
4. How are you different/unique/special compared to other speakers you've seen? (If you don't know, that's ok.)
5. What compliments do you get from others on your speaking/communication style?

Quick Self-Assessment- D[©]

Core Strengths/Improvement Areas

Given the themes you noticed from sections A, B and C, what do you consider your two biggest STRENGTHS and what are the two areas you think are most important to IMPROVE?

Strengths 1) _____ To Improve 1) _____
2) _____ 2) _____

Your Goal

What is your GOAL as a speaker? For some, it might be, "To move thousands to action with a life-changing message of hope and inspiration." For others it might be, "To get through leading a staff meeting without throwing up." Only you know what you want to accomplish. Any goal is fine.

"My goal as a speaker is to be able to. . .

If you'd like me to help you reach your goal, give me a call! Good luck! ---Melissa