

## Your Speaking Skills Action Plan

After watching your presentation recording and/or receiving feedback from colleagues, identify three areas of strength the feedback has made you more aware of and three opportunities you have to improve.

Areas of Strength	Areas for Improvement
1.	
2.	
3.	

### Action plan around areas for improvement:

1. Identify the one speaking skill you want to improve.
2. Identify a baseline. When do you do this or not do this? (if it's gestures, are you not gesturing at all or too much? How many missed opportunities or overuse occasions?)
3. Identify a goal and be specific. Be sure this is an attainable goal. For example, "I want to use more gestures in my day-to-day conversation. In a five-minute conversation, I'd like to gesture ten times."
4. Find a time in your day (during work or the rest of the time) and plan to practice this skill in a relevant setting. Discuss your efforts for change with a trusted colleague, friend, or spouse.
5. Add audio-visual feedback if possible to measure your progress.
6. Continue repeating steps 4–5 until you can see improvement.
7. Set an overall time line for your goal. Four to six weeks is reasonable for a speaking skill. If it's a habit you've had for a while, remember that on average it takes 21 days to start or stop a habit. Practice daily!

The steps above follow the SMART goal format (specific, measurable, actionable, relevant, and time-bound goals have more success than general ones).