

Time-Keeper Worksheet

Date:

A Time-Keeper is responsible for monitoring the time of meeting segments and speakers.

1. Explain your role to the group.
2. Keep track of the time and show the timing cards or app to warn people.
3. Announce the time after each segment

TABLE TOPICS

Recommended length of evaluation speeches is 1-2 min.

Name of the speaker	Topic of the speech	Before Time (Less than 1 min)	Green (1-1:30 min)	Yellow (1:30-2 min)	Red(More than 2 min)

PREPARED SPEECHES

Most prepared speeches are 5-7 min in prepared speech category. The ice breaker (first speech) is 4-6 min and some are 6-8 min.

Name of the speaker	Topic of the speech	Before Time (5 min)	Green (5-6 min)	Yellow (6-7min)	Red(More than 7 min)

EVALUATION SPEECHES

Recommended length of evaluation speeches is 2-3 min.

Name of the evaluator	Name of the speaker being evaluated	Before Time (Less than 2 min)	Green (2-2:30 min)	Yellow (2:30-3 min)	Red(More than 3 min)