A cartoon of a person wearing a long grey dress

AI-generated content may be incorrect.How to make the most of SMART Speakers

Workbook

# Choose a path

What personal and professional goals do you have that you can realize through Toastmasters?

|  |
| --- |
| Click or tap here to enter text. |

Go to <https://www.toastmasters.org/start-pathways/select-your-preference> to choose the path that will help you realize your goal.

Which path did you choose?

|  |  |  |
| --- | --- | --- |
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# Give your Icebreaker

Working with the VP Education, reserve a speech slot for your Icebreaker.

|  |  |
| --- | --- |
| My Icebreaker is scheduled for: | Click or tap to enter a date. |

Brainstorm ideas for your Icebreaker.

|  |
| --- |
| Click or tap here to enter text. |

Create a title for your Icebreaker:

|  |
| --- |
| Click or tap here to enter text. |

Draft an outline for your Icebreaker. A good speech should have a clear beginning (tell them what you’re going to tell them), middle (tell them), and end (tell them what you told them).

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| Click or tap here to enter text. |

# Attend meetings and take on meeting roles

Use this table to keep track of your meeting attendance and roles:

|  |  |  |
| --- | --- | --- |
| **Date** | **In person or online** | **Meeting role** |
| Click or tap to enter a date. | Choose an item. | Choose an item. |
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# Take part in Table Topics

Use this table to keep track of your participation in Table Topics:

|  |  |  |
| --- | --- | --- |
| **Date** | **Question** | **Feedback** |
| Click or tap to enter a date. | Click or tap here to enter text. | Click or tap here to enter text. |
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# Use easy-Speak

When you first joined the SMART Speakers Toastmasters club, the VP Education set up an account for you in easy-Speak, the club’s meeting management tool, and provided you with a password.

Log in to easy-Speak prior to every meeting to confirm your attendance and, optionally, sign up for a meeting role.

1. In a browser, go to [smartspeakers.easy-speak.org](https://smartspeakers.easy-speak.org).
2. If you’re not already logged in, enter your user name and password provided by the VP education and click **Log in**:  
   A screen shot of a login box

   AI-generated content may be incorrect.
3. Click the date of the next meeting under **Be a guest at our next meeting!**  
   A screenshot of a computer

   AI-generated content may be incorrect.
4. Select the appropriate option button to the right of your name.  
   
   * **P** if you’re planning to attend in person.
   * **O** if you’re planning to attend online.
   * **N** if you’re unable to attend.
   * **?** if you’re not sure if you’ll be able to attend.
5. If the VP Education hasn’t assigned meeting roles yet, click the check mark icon beside the role you want to take.  
   