



Presented by
[MyNAMS Insiders Club](#)



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Conquer Your Fear of Public Speaking

CALENDAR

Week 1

Monday

AM

1. Go through your Worksheet and finish any of the activities or tasks that you have not yet finished.
2. Purchase any equipment (e.g. microphones) that you have determined you need.

PM

Coach clients

Tuesday

AM

1. Look over your notes from yesterday.
2. Over the next three weeks, you'll be getting up to professional speed on:
 - Developing your voice
 - Practicing and honing your speaker skills
 - Getting your website ready
 - Writing a signature message
 - Delivering it
3. Start by creating specific goals and milestones that feel as if you are stretching your envelope a little.
4. Write them down.

PM

Coach clients

Wednesday

AM

1. Decide on your vocal goals and set up a routine for daily lessons and/or practice.
Choose from the options you explored in your worksheet:
 - Following a public speaking or vocal coach on YouTube or Vimeo
 - Taking one or more courses on Udemy.com
 - Following exercises from articles you like on public speaking
2. If you have decided on a local coaching or lessons, locate and decide on a teacher or club, and sign up.

PM

Coach clients

Thursday

AM

1. Plan to expand your comfort bubble offline. Find at least one local workshop, class or event and mark on your calendar.
On the day of the event, attend it and:
 - Ask questions
 - Introduce yourself to people before and afterwards
 - Volunteer to help the presenter if called upon
2. See if there is a local Toastmasters club in your area and join it, if you feel this would benefit you.

PM

Coach clients

Friday

AM

1. Review your progress this week.
2. Finish any task or activity that needs doing.
3. Practice writing out and delivering a short speech. Start with the dog or cat for your audience, if there are no people handy!

Concentrate on:

- Breathing from the diaphragm
- Breathing slowly before starting
- Projecting your voice
- Controlling the rhythm of your speech patterns
- Eliminating over-repetitive words and phrases

PM

Coach clients

Week 2

Monday

AM

1. This week we'll focus on getting comfortable online.
2. Decide how you want to make a Facebook Live stream:
 - ☐ From your mobile
 - ☐ From your desktop
 - ☐ Indoors
 - ☐ Outdoors
3. Decide on your topic (one simple facet or point only).
4. Write a short, compelling description, using keywords that will hook your ideal audience member.
5. Create cue cards, a checklist or app prompts.
6. Practice it. Time it. (Keep it at one minute or under.)
7. Decide on a setting ("Only me" or a wider audience).
8. Go live!

PM

Coach clients

Tuesday

AM

1. Jot down Facebook Live stream ideas for the next couple of weeks.
2. Schedule your live stream into each upcoming day of the month.
3. Use your Facebook Insights to check when your audience is most active during the day/week.

Time your broadcasts to occur then.

PM

Coach clients

Wednesday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Decide what your first real speaking engagement is going to be. (Consider a volunteer one, just to have a sample and a testimonial on your Speaker Page or section.)
4. Decide how you are going to give it—in person, live or online.
5. Plan it, taking care of tasks and activities such as:
 - Writing up a query and proposal, if you're planning to approach a community college
 - Contacting a key person in a business organization or local club you belong to, and offering yourself as a guest speaker
 - Planning a webinar
 - Approaching a potential host and offering an interview

(Choose one of the above and initiate.)

PM

Coach clients

Thursday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Write upcoming Livestream scripts or cue cards for the next week at least.

PM

Coach clients

Friday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Review your week. Finish any tasks left undone.

DURING THIS WEEK, YOU SHOULD HAVE COMPLETED AT LEAST ONE VOCAL INTERACTION WITH OTHERS

(E.g. A lesson with your coach; interacting at a club or church, etc.)

PM

Coach clients

Week 3

Monday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Start planning your website Speaker Section and/or Speaker Page.
4. Print out your favorite Speaker Page samples to have at hand as prompts.
5. Access the template you have chosen, if you have decided to use a template for your speaker Page. Start filling in your own unique personal information, including:
 - Contact info
 - Professional Profile photo
 - Links to sample video clips, podcasts, interviews
 - Screenshots of same
 - Testimonials (at least one)
 - Any notable social proof (certifications, awards, appearances on major networks/magazines etc.)

PM

Coach clients

Tuesday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Review and proof your Speaker Page. Turn it into a .PDF. Give it to trusted key people (e.g. your own coach; a peer you help out; your VA) and ask for feedback or suggestions on what to add.

PM

Coach clients

Wednesday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Install any widgets, apps or plugins you have decided to use, to enhance your Speaker section.
4. Test them. Fill in appropriate information.

PM

Coach clients

Thursday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Work on optimizing your website for public speaking and proofing your Speaker page.
4. Draft up Facebook and Blog posts, announcing that you are available for public speaking. (Include your key topic.)
5. When your website tweaks are tested and complete, share the posts you've written.

PM

Coach clients

Friday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Check your social posts that you made. yesterday. Acknowledge feedback or answer questions.
4. Review your week and finish any task that needs to be completed.

DURING THIS WEEK, YOU SHOULD HAVE COMPLETED AT LEAST ONE VOCAL INTERACTION WITH OTHERS

(E.g. A lesson with your coach; interacting at a club or church, tec.)

PM

Coach clients

Week 4

Monday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Start writing your signature message from the topic you brainstormed on your Worksheet.
4. Work on your speech this morning. Initial read-through, making notes of anything that needs to be changed (e.g. phrases or wording that your tongue trips over; bits that bore you even as you speak them).

PM

Coach clients

Tuesday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Review your speech. Tighten it, losing weak words and unnecessary phrases—especially those you use automatically. (E.g. “Basically”, “If you will”)
4. Practice it. Pay attention to flow and pacing. Eliminating any rough or dragging spots.

PM

Coach clients

Wednesday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Create a specific Speaker Page for your actual signature message, showcasing its highlights and key points.
4. Create a checklist for public speaking (online) and one for offline.

PM

Coach clients

Thursday

AM

1. Do your daily vocal practice.
2. Record your daily Facebook Live stream.
3. Decide on your rates.
4. Find venues for your signature message and proactively contact people about speaking.
5. Arrange and finalize one upcoming initial delivery of your signature message—free webinar, talk at local library, etc.

PM

Coach clients

Friday

AM

1. Review your progress.
 - Are you feeling better about your public speaking?
 - How many chances to speak have you been able to create (even if that's just practicing interacting with people you don't know)?
 - What do you still have to work on?
2. Make a plan for overcoming any glitches or fears that remain. (Phone a coach, practice more, practice with a friend, etc.)
3. Begin learning your signature message off by heart, so you can give it at the drop of a hat, in any situation.

**CONGRATULATE YOURSELF
ON AN AWESOME
ACHIEVEMENT!**

And plan your upcoming year
for public speaking!

PM

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