

VIRTUAL PREP SHEET

NAME:
MEETING NAME:

TIME:
DATE:

“The purpose (or objective/mission/goal) of my presentation today is to . . .

_____.”

“If you remember only one (two, three) point(s) from this presentation, remember this . . .

_____.”

“The agenda for this presentation includes . . . (This must be brief, less than 30 seconds.)

_____.”

“The situation is as follows” OR “We are positioned as follows . . .

_____.”

“The end result (consequence/ramification/benefit) is . . .

_____.”

“The next step(s) is to . . .

_____.”

End the presentation with a purpose statement: “I’d like you to leave here remembering one important point . . .

_____.”

ROLE GUIDELINES

Meeting: _____ Date: _____

Time: _____ Meeting type: _____

Person: _____ Role: _____

Topic: _____

Segment objective: _____

Time allotment: _____

Provided for you: _____

Follow-up: _____

Additional information and suggestions: _____

Keep it relevant. Keep it engaging. Keep it moving.

- Take pride in your segment.
- Do not exceed your allotted time.
- Practice improves: confidence, content, delivery and timing.