

Power Speakers Timer “How To”

Timer Role Duties:

1. When introduced near the beginning of the meeting, stand and explain your role (“I am responsible for timing the various segments of the meeting. I will turn on the green light to indicate the speaker has reached the minimum time, yellow to indicate that the speaker is at the midpoint between the minimum and maximum time and red to indicate that the speaker should wrap it up”).
2. Time the segments of the meeting with the stopwatch, turn on the appropriate lights and record the time in the binder
3. When introduced near the end of the meeting, stand and explain the timing (Bob spoke for 2:45, etc.)
4. Write down the winners of the awards at the bottom of the timing binder page

Please bring your Competent Leadership manual for credit.