30-Day Development Tracker

Choose an upcoming presentation, revise a past one, prepare one you hope to give, or develop one simply for practice. Use the same presentation throughout the month. Record the first complete rehearsal on Day 15. On Day 28, present at an event, to practice listeners, or to the camera. If an event falls on another date, keep preparation and rehearsal before delivery and the review afterward.

Day 1: Choose the Presentation and Identify the Audience

Choose a past, upcoming, future, or practice-only presentation. Identify the audience, subject, speaking time, and format.

Date _____ Notes / recording _____

Day 2: Find Out What the Audience Needs

Write what the audience already knows, their concerns and likely questions, and what they can decide or do. Mark anything you still need to check.

Date _____ Notes / recording _____

Day 3: Define the Audience Result

Write what people should understand, decide, or be able to do afterward. Choose how you could check their understanding.

Date _____ Notes / recording _____

Day 4: Draft the Closing First

Draft your main message and conclusion or request. If action is needed, say who you are asking to do what and when.

Date _____ Notes / recording _____

Day 5: Draft the Opening

Give people a reason to listen and explain why the subject matters. Use only a rhetorical or tested question in the opening.

Date _____ Notes / recording _____

Day 6: Choose and Organize the Main Points

Write each main point as a complete sentence and arrange the points in the order people need. Group supporting information beneath each one.

Date _____ Notes / recording _____

Day 7: Give Each Main Point Enough Support

Explain each main point aloud with the facts, examples, or demonstration people need. Check claims, limits, and tradeoffs; add any missing explanation.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

Explore private coaching to support deliberate practice throughout your development cycle.

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RobertCarrow.com/contact/ | Resources: RobertCarrow.com/floor/

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Presentation _____ Week beginning _____

Day 8: Connect the Main Points

Practice the sentences that connect the main points. Ask a listener where the order is confusing when possible, and revise it.

Date _____ Notes / recording _____

Day 9: Help People Remember the Main Message

Choose the main message people need to remember. Use suitable stories, examples, comparisons, facts and results, contrasts, or phrases to reinforce it.

Date _____ Notes / recording _____

Day 10: Prepare the Visuals and Materials

Choose visuals and materials only where they help. Check readability and accuracy, and prepare a backup for anything people must see.

Date _____ Notes / recording _____

Day 11: Plan Questions and Participation

Plan questions, discussion, or practice where they help people understand. Prepare likely answers, reasonable objections, and any materials needed for the next step.

Date _____ Notes / recording _____

Day 12: Confirm the Room and Equipment

Confirm the event setup or arrange your practice space. Check access, sound, screens, remote participation, materials, and who can help.

Date _____ Notes / recording _____

Day 13: Check the Complete Message

Explain the opening, body, and closing aloud. Check that the information supports the conclusion and that the ending addresses what the opening introduces.

Date _____ Notes / recording _____

Day 14: Prepare Notes and Check the Time

Prepare brief notes and estimate the time for each section, questions, and activities. Prepare a shorter version without rushing.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

30-Day Development Tracker

Presentation _____ Week beginning _____

Day 15: Record the First Complete Rehearsal

Record the full presentation with your notes, visuals, and materials. Keep going through small slips and save the recording for comparison.

Date _____ Notes / recording _____

Day 16: Review the Recording and Choose What to Practice

Watch with the sound off, listen without watching, then watch and listen together. Complete First Rehearsal on the scorecard and choose specific things to practice.

Date _____ Notes / recording _____

Day 17: Practice Beginning and Finishing

Use the Reset Routine, then practice the opening and transition into the first main point. Practice the closing and stop after your final sentence.

Date _____ Notes / recording _____

Day 18: Practice Your Voice

Record a short section, try a change to breath, pace, pause, volume, or emphasis, and listen again. Keep sentence endings clear and audible.

Date _____ Notes / recording _____

Day 19: Practice Your Physical Delivery

Review your physical delivery with the sound off. Practice a comfortable position, useful gestures and movement, and a change to one distracting habit.

Date _____ Notes / recording _____

Day 20: Rehearse with Your Visuals and Materials

Practice showing and explaining visuals or handling materials while facing the audience. Rehearse a backup or a pause for an unavailable essential visual.

Date _____ Notes / recording _____

Day 21: Rehearse the Whole Presentation Again

Record another full rehearsal with the changes included. Check time and clarity, and shorten extra content instead of speaking faster.

Date _____ Notes / recording _____

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30-Day Development Tracker

Presentation _____ Week beginning _____

Day 22: Practice Questions and Objections

Practice answering likely questions and a reasonable objection with a partner or question cards. Answer directly, acknowledge what you need to check, and return to the message.

Date _____ Notes / recording _____

Day 23: Practice Interruptions and Shorter Time Limits

Practice one realistic difficulty, such as less time or an unavailable visual. Use the Reset Routine and continue with the shorter version, backup, or an appropriate pause.

Date _____ Notes / recording _____

Day 24: Ask for Specific Feedback

Ask reviewers for specific examples of what helped or confused them. If working alone, review after a break and note where listener feedback is still needed.

Date _____ Notes / recording _____

Day 25: Use the Feedback to Revise and Practice

Revise unclear wording or practice a selected delivery change. Record the section again and keep changes that make the message easier to follow.

Date _____ Notes / recording _____

Day 26: Make the Final Practical Checks

Check the actual equipment when available, or your practice setup. Confirm materials, clothing, backups, travel and arrival details when relevant, and time to rest.

Date _____ Notes / recording _____

Day 27: Give the Final Full Rehearsal

Record the complete presentation with the equipment and time limit you expect. Include planned questions and activities; review it and make necessary corrections.

Date _____ Notes / recording _____

Day 28: Deliver the Presentation

Present at your event, to practice listeners, or to the camera. Use the Reset Routine, listen and adjust, and record when appropriate and permitted.

Date _____ Notes / recording _____

One improvement to preserve and one next adjustment

30-Day Development Tracker

Presentation _____ Week beginning _____

Day 29: Review the Message and Check Understanding

Ask listeners what they understood and what remains unclear. If presenting alone, review the explanation and note what still needs listener feedback. Complete promised follow-up.

Date _____ Notes / recording _____

Day 30: Complete the Final Review and Choose What Comes Next

Compare the first full rehearsal with the Day 28 recording or final full rehearsal, notes, and feedback. Complete Final Review and choose one skill for the next month.

Date _____ Notes / recording _____

Repeated feedback and the changes I chose

What I learned and what improved

One skill I will practice over the next ninety days

Complete the comparison scorecard on page 3. Use the following pages to continue.