

When You Have the Floor

Companion Resources

How Professionals Speak with Confidence,
Clarity, Credibility, and Influence

Robert Carrow

Use these resources to prepare a real message, practice deliberately, review what happened, and carry the learning into your next presentation.

Name

Presentation or communication event

Start date

Westcairn Publishing

RobertCarrow.com/Floor

Contact Robert for coaching, presentation review, team training, or speaking inquiries.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



How to Use These Resources

Begin with one meaningful communication event. Complete the baseline, then choose the planning sheets that serve that event. Use the review forms after rehearsal or delivery. The trackers help you repeat the process over time.

Write observable behavior and audience effects. Choose a small number of improvements. Preserve what already works. Use video rather than a mirror, and record other people only when appropriate and permitted.

Resource directory

Resource	Pages
Presentation Baseline and Review	3–4
Breathe Plant Lead Serve Reset Card	5
Result Before the Remarks Planner	6–7
Audience Roadmap Worksheet	8–9
Message Memory Planner	10
Opening Contract and Purposeful Close Builder	11–12
Vocal and Visible Delivery Review	13–14
Visual and Slide Review	15–16
Read the Room and Q&A Planner	17–18
Action and Follow Through Planner	19–20
30 Day Development Tracker	21–25
90 Day Continuation Tracker	26–29

Printing and reuse

Print at actual size on letter paper. Single-sided pages work well when you need to spread the planners out or make notes beside a recording. Copy the individual sheets for future presentations. The Reset Card can be cut out and kept with your notes.

© 2026 Robert Carrow. Published by Westcairn Publishing.

Additional checklists: Speaker Travel and Readiness (30-31); Room Setup and Technology (32-33).

Contact Robert for coaching, presentation review, team training, or speaking inquiries.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTERS 1 AND 3 AND THE DEVELOPMENT PLAN

Presentation Baseline and Review

Record the same presentation or segment on Day 1 and Day 30. For the thirty-day plan, use five to ten minutes and keep the conditions comparable. Circle a score and support it with evidence.

Presentation _____ Audience _____

Day 1 date _____ Day 30 date _____

Scale: 1 = inconsistent or unclear; 5 = reliable and audience-centered. Use 2–4 for intermediate performance. If visuals are not needed, mark N/A on both days.

Dimension	Day 1	Day 30	Evidence and notes
Audience result	1 2 3 4 5	1 2 3 4 5	
Structure and roadmap	1 2 3 4 5	1 2 3 4 5	
Memorability	1 2 3 4 5	1 2 3 4 5	
Opening and close	1 2 3 4 5	1 2 3 4 5	
Voice	1 2 3 4 5	1 2 3 4 5	
Visible confidence	1 2 3 4 5	1 2 3 4 5	
Use of visuals	1 2 3 4 5	1 2 3 4 5	
Listening and adaptation	1 2 3 4 5	1 2 3 4 5	
Ethical request and action	1 2 3 4 5	1 2 3 4 5	
Overall audience service	1 2 3 4 5	1 2 3 4 5	

Recording location or filename _____

Compare audience understanding and next steps as well as delivery. Scores guide attention; they do not replace judgment.

Request a presentation review and turn your observations into a focused practice plan.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Turn the Review into Practice

Watch once as an audience member, listen once without watching, and watch once with the sound off.
Describe behavior rather than judging your personality.

What message and next step would an audience member take away

Three strengths to preserve

Three observable distractions or obstacles

Three priorities for this development cycle

One behavior to practice next and the evidence that will show improvement

Practice date _____ Next review date _____

Request a presentation review and turn your observations into a focused practice plan.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 2

Breathe Plant Lead Serve Reset Card

Use before the first word, after a difficult question, or when pressure rises. Practice the sequence with your actual opening until it becomes familiar.

Breathe

Inhale quietly and comfortably. Let the exhale be a little longer. Try four counts in and six out two or three times if comfortable; do not force the count. During delivery, pause at the end of a thought and breathe.

Plant

Establish a stable base. Balance your weight, release your shoulders, and stay available rather than rigid. When seated, use a stable position. Adapt the posture to your body and setting.

Lead

Lift your attention toward the audience. Deliver the first useful sentence with purpose. Complete the thought, let the final word land, and pause.

Serve

Ask what the audience needs to understand or do next. Send your attention outward. Choose the next useful action.

My first useful sentence

My service cue

Pocket reference

BREATHE Quiet breath and a comfortable longer exhale.

PLANT Stable base and released shoulders.

LEAD Purposeful first sentence and a completed thought.

SERVE What does this audience need next?

Cut around the pocket reference above if you want a small card for your notes.

Explore private coaching to practice your reset routine for the moments that matter.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 4

Result Before the Remarks Planner

Define the audience change before building the presentation. Select one primary result that fits the audience's authority and the time available.

Event _____ Date _____ Time _____

Audience and its decision authority

Responsibilities priorities current knowledge and likely concerns

Think What should the audience understand differently

Feel What should the audience believe or appreciate

Remember What one idea should travel beyond the room

Do What realistic next step should become possible

Explore private coaching to shape a clear message around your audience and result.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



RESULT BEFORE THE REMARKS PLANNER CONTINUED

Choose the Result and Select Content

One primary result in a complete sentence

Evidence that would show the result occurred

Select what belongs

Essential is required for the result. Supporting strengthens understanding or credibility. Available may be accurate but belongs outside this version.

Essential	Supporting	Available

Strongest supporting evidence and any material limitation

Final request or takeaway Write the ending first

What I will protect in a short or one minute version

One item to remove or relocate _____

Explore private coaching to shape a clear message around your audience and result.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 5

Audience Roadmap Worksheet

Build one destination, up to three major stops, and one arrival. Add a stop only when the result requires it. Say the route aloud without slides.

Destination Where does this message need to take the audience

Route and signposts

Major stop 1 What audience question does it answer

Signpost or transition into the next part

Major stop 2 What audience question does it answer

Signpost or transition into the next part

Major stop 3 What audience question does it answer

Signpost or transition into the next part

Arrival How will I fulfill the opening promise

Total time _____ Opening _____ Middle _____ Close _____

Request a presentation review to strengthen your structure, transitions, and audience route.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Build a Point That Can Stand

Use one copy for each major point. State the claim before the background. Support it, connect it to the audience, and lead forward.

Major point number _____ Time available _____

State The point in one complete sentence

Support Evidence story example comparison or demonstration

Connect Why this matters to this audience

Transition Close this point and open the next

If interrupted or short of time The point and support I will preserve

Listener check: Can someone repeat the route after hearing only my signposts?

Request a presentation review to strengthen your structure, transitions, and audience route.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 6

Message Memory Planner

When the audience leaves I want this idea to follow them

Choose two complementary memory aids that carry the same idea. You do not need to use all six.

Memory aid	Possible material
Story	A truthful experience that reveals the idea.
Example	A concrete instance the audience can recognize.
Comparison	A familiar reference that clarifies the unfamiliar.
Evidence	A number or finding with its meaning explained.
Contrast	A useful difference that makes the choice visible.
Phrase	Accurate language the audience can repeat.

Memory aid one and its connection to the essential idea

Memory aid two and its connection to the essential idea

Retell test What a listener remembered without prompting

One revision after the retell test

Explore private coaching to make your essential message easier to remember.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 7

Opening Contract Builder

Earn attention, establish relevance, and show direction. Begin with something useful rather than an introduction that delays the message.

Attention First line question situation or demonstration

Relevance Why this matters to this audience now

Direction The destination and route I will make audible

Bridge into the first major point

Opening running time _____ Total presentation time _____

Use roughly 10 percent of the time as a planning guide, adjusting to the event. Rehearse the first minute aloud. Remove unnecessary biography, extended thanks, and nervous throat-clearing.

What a listener expects after hearing this opening

Request a presentation review to strengthen your opening, close, and next useful action.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Purposeful Close Builder

Build the close as the partner to the opening. Protect it when time changes or Q&A runs long.

Return Bring back the core idea

Resolve Fulfill what I opened and complete the meaning

Request Make the next realistic step clear

Bridge from Q&A back into the close

Final line End with purpose then trust the silence

Closing running time _____ Time reserved for Q&A _____

Listener test: What was the message, why did it matter, and what should happen next?

Request a presentation review to strengthen your opening, close, and next useful action.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CHAPTER 8

Vocal Delivery Review

Listen to a recording without watching. Judge whether vocal choices serve the meaning and audience. Choose one improvement at a time.

Recording _____ Date _____ Reviewer _____

Element	What to listen for	Evidence or timestamp
Breath	Supported phrases and comfortable thought groups.	
Pace	Changes that support meaning; clear sentence endings.	
Pause	Space for the audience to process important ideas.	
Pitch	Natural movement and completed thoughts.	
Volume	Audible and appropriate to the setting.	
Emphasis	Important words receive truthful emphasis.	
Articulation	Names numbers and technical terms are clear.	

Strength to preserve

One adjustment and the sentence I will use to practice it

Practice: Say “Sometimes you have to speak louder,” then repeat with softer, faster, and slower. Demonstrate each meaning without shouting or straining. Pause six seconds between lines; record and listen. Apply useful variety to your real message.

Request a presentation review for specific feedback on your voice and visible delivery.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Visible Delivery Review

Watch the recording with sound off, then watch normally. Check whether words, voice, face, body, and timing support the same intention. Adapt choices to your body and context.

Element	What to observe	Evidence or timestamp
Plant	Stable base without stiffness.	
Open	Available posture and released shoulders.	
Connect	Eye contact by thought; attention toward people.	
Express	Face and gestures match the meaning.	
Move	Location changes have a purpose.	
Settle	Useful stillness; movement ends in stability.	

One strength that supports credibility

One mismatch among words voice face body and timing

One adjustment to test and the audience effect I expect

Rehearsal date _____ Evidence after the adjustment _____

Request a presentation review for specific feedback on your voice and visible delivery.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Visual and Slide Review

Use one copy for each visual. Keep the message clear enough to explain without the deck. Exact wording belongs on screen only when the audience needs it.

Slide or visual number _____ Presentation _____

Audience question this visual answers

One primary job and an accurate takeaway headline

What the audience must actually see

Question finding meaning and decision for a data visual

Edit with Delete Divide Direct

Delete what adds no value. Divide competing ideas. Direct attention to the essential part.

What I will delete divide or direct attention toward

Source accuracy context and any important limitation

Request a presentation review to make your visuals support the audience experience.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Rehearse the Visual Partnership

Signal What I will tell the audience to look for

Show What I will display and when

Explain The meaning I will make clear

Return How I will reconnect attention to the audience

Readiness check

- ☐ Text and labels are readable from the audience's position.
- ☐ The visual supports one useful point.
- ☐ I can explain the meaning without reading the slide.
- ☐ A blank or simplified screen is planned when attention should return to me.
- ☐ Display audio files links and controls have been checked.
- ☐ Backup materials are ready for the actual format.

Deckless backup How I will deliver this point if the screen fails

Rehearsal finding and one final change

Request a presentation review to make your visuals support the audience experience.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Read the Room Planner

Observe patterns and changes without assigning motives. Keep interpretations provisional and use a respectful check before making a larger adjustment.

Audience context and the baseline I expect to see or hear

Observe What actually changed

Interpret At least two plausible explanations

Test The smallest useful neutral question or check

Adapt One change to pace example detail or interaction

Reconnect How I will return to the audience purpose

After the test: What happened _____

Explore private coaching to rehearse difficult questions and changing audience conditions.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



READ THE ROOM AND Q&A PLANNER CONTINUED

Q&A and Interruption Planner

Receive • Clarify • Confirm • Respond • Connect. Let the question finish, answer the stated question first, and connect the response to the audience's result.

Likely question or strongest reasonable objection

What I need to clarify and how I will confirm the concern

Direct answer evidence tradeoff or honest limit

Connection back to the message or decision

If I cannot answer Who will follow up with what and by when

Interruption or time reduction What changes and what I protect

Practice recovery: Receive • Breathe • Plant • Orient • Answer or return.

Use additional copies for other questions. Test the response aloud; keep it concise and honest.

Explore private coaching to rehearse difficult questions and changing audience conditions.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Action and Follow Through Planner

Turn communication and connection into a specific ethical next step. Match the request to the audience's authority and readiness.

Communicate Central message and delivery choices that support it

Connect Audience concern and how I will listen and respond

Convert The realistic decision or action I will request

Five part request

Action Observable behavior or decision

Owner Person or defined team accountable

Timing Date trigger or sequence

Standard What acceptable completion looks like

Follow through What will be communicated supported measured or reviewed

Check: Do people see the value, trust the information, understand the request, and have a realistic way to act?

Explore team training to turn clear communication into practical action and follow-through.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Build the Bridge to First Action

First step and accountable owner

Resources dependencies and approvals needed

Practical obstacle and how it can be reduced honestly

Tool or support I will have ready immediately after agreement

Commitment summary to confirm in the room

Review point and evidence of completion

Prepare for the answer

Yes: Confirm ownership, timing, and first step.

No: Listen to the reason and respect the decision.

Not yet: Clarify what is missing and the next decision point.

More information: Confirm what is needed, who will obtain it, and when.

State the request. Pause. Listen. Invite correction to the commitment summary.



CONTROL YOURSELF

30 Day Development Tracker

Use one real presentation throughout the month when possible. Keep the baseline and final recordings comparable. Record evidence rather than checking a box alone.

□ Day 1 Record the Baseline

Record five to ten minutes without restarting. Complete the scorecard; identify three strengths, distractions, and priorities.

Date _____ Evidence / recording _____

□ Day 2 Define the Audience Result

Write the audience change in think, feel, remember, and do terms. Reduce it to one primary result.

Date _____ Evidence / recording _____

□ Day 3 Install the Reset Routine

Practice Breathe, Plant, Lead, Serve with your actual first sentence ten times.

Date _____ Evidence / recording _____

□ Day 4 Align the Five Channels

Record serious, encouraging, and decisive lines twice. Improve alignment of words, voice, face, body, and timing.

Date _____ Evidence / recording _____

□ Day 5 Recover from a Disruption

Practice three disruptions in a two-minute segment. Use Receive, Breathe, Plant, Orient, then answer or return.

Date _____ Evidence / recording _____

□ Day 6 Replace Self-Monitoring with Service

Deliver three minutes to a represented audience member. Choose a service cue that redirects attention outward.

Date _____ Evidence / recording _____

□ Day 7 Review Week 1

Record the Day 1 segment under comparable conditions. Preserve one verified improvement and choose one next adjustment.

Date _____ Evidence / recording _____

One improvement to preserve and one next adjustment

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

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



BUILD THE MESSAGE

30 Day Development Tracker

Presentation _____ Week beginning _____

□ Day 8 Use the Result Before the Remarks

Label content Essential, Supporting, or Available. Remove or relocate one item and draft the ending first.

Date _____ Evidence / recording _____

□ Day 9 Translate the Message for This Audience

Profile audience responsibilities, knowledge, concerns, authority, and constraints. Rewrite one paragraph for this audience.

Date _____ Evidence / recording _____

□ Day 10 Build the 1-3-1 Roadmap

Build one destination, up to three major stops, and one arrival. Rehearse the preview and transitions aloud.

Date _____ Evidence / recording _____

□ Day 11 Strengthen Each Major Point

Use State, Support, Connect, Transition for each point. Deliver one point in under two minutes.

Date _____ Evidence / recording _____

□ Day 12 Design for Memory

Choose one essential idea and two complementary memory aids. Test a repeatable phrase or summary.

Date _____ Evidence / recording _____

□ Day 13 Build the Bookends

Rehearse Attention, Relevance, Direction and Return, Resolve, Request. Time the opening under ninety seconds and protect the final line.

Date _____ Evidence / recording _____

□ Day 14 Deliver the Three-Minute Message

Record a three-minute message. Test what the listener remembers, why it matters, and what to do next.

Date _____ Evidence / recording _____

One improvement to preserve and one next adjustment

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

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



DELIVER WITH PRESENCE

30 Day Development Tracker

Presentation _____ Week beginning _____

□ Day 15 Support the Voice with Breath and Pace

Mark three breath points and three pace changes. Record habitual and intentional versions; listen for thought groups.

Date _____ Evidence / recording _____

□ Day 16 Use Pause and Emphasis

Practice five consequential sentences with different emphasis and pauses. Choose the version that communicates the intended meaning.

Date _____ Evidence / recording _____

□ Day 17 Complete the Vocal Instrument

Record one minute with completed endings. Test three useful volume levels; rehearse critical names, numbers, and terms.

Date _____ Evidence / recording _____

□ Day 18 Plant, Open, and Connect

Record two minutes with the screen off. Review posture, shoulders, face, and eye contact by complete thought.

Date _____ Evidence / recording _____

□ Day 19 Express, Move, and Settle

Record one segment with a descriptive gesture, purposeful movement, and useful stillness. Remove distracting repetition.

Date _____ Evidence / recording _____

□ Day 20 Make the Visuals Support You

Apply Delete, Divide, Direct to three slides. Rehearse Signal, Show, Explain, Return and a deckless backup.

Date _____ Evidence / recording _____

□ Day 21 Run the Full Rehearsal

Deliver a complete timed rehearsal without stopping. Confirm the run sheet and select three priority revisions.

Date _____ Evidence / recording _____

One improvement to preserve and one next adjustment

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

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



CONNECT AND INFLUENCE

30 Day Development Tracker

Presentation _____ Week beginning _____

□ Day 22 Build the Room-Reading Baseline

Separate observation from interpretation. Practice the Room-Reading Loop with changed audience signals and a neutral test.

Date _____ Evidence / recording _____

□ Day 23 Make Listening Visible

Practice five questions using Receive, Clarify, Confirm, Respond, Connect. Answer directly and return to the result.

Date _____ Evidence / recording _____

□ Day 24 Prepare for Resistance and Objections

Prepare the strongest reasonable objection. Acknowledge real tradeoffs and revise the recommendation if needed.

Date _____ Evidence / recording _____

□ Day 25 Communicate, Connect, and Convert

Write intentions for Communicate, Connect, Convert. Test whether delivery and each section support them.

Date _____ Evidence / recording _____

□ Day 26 Make the Five-Part Request

Deliver the five-part request and pause five seconds. Practice responses to yes, no, not yet, and more information.

Date _____ Evidence / recording _____

□ Day 27 Prepare the First Step

Confirm owner, first step, timing, resources, dependencies, communication, and review. Prepare one practical follow-through tool.

Date _____ Evidence / recording _____

□ Day 28 Rehearse Under Pressure

Record a pressure rehearsal with time, questions, technology, or resistance changing. Protect the result and request.

Date _____ Evidence / recording _____

One improvement to preserve and one next adjustment

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

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



FEEDBACK AND FINAL PERFORMANCE

30 Day Development Tracker

Presentation _____ Week beginning _____

☐ Day 29 Use Feedback Without Surrendering Judgment

Ask two or three reviewers about result, attention, credibility, and next step. Choose comments to use, test, defer, or reject.

Date _____ Evidence / recording _____

☐ Day 30 Deliver, Compare, and Continue

Deliver the final version. Use the Day 1 scorecard, compare evidence, and write the next ninety-day plan.

Date _____ Evidence / recording _____

Repeated feedback patterns and the adjustments I chose

Day 1 to Day 30 Observable change in knowledge skill and performance

My first priority for the next ninety days

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

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

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



90 Day Continuation Tracker

The ninety days begin after the initial thirty-day cycle. Choose one meaningful event and one primary target each month. Repeat Prepare, Practice, Present, Review, Improve.

Strengthen the weakest foundation. Record two versions with the same target and ask a qualified reviewer to watch for that target.

Dates _____ Meaningful event _____

One primary development target and why it matters

Practice plan and evidence I will collect

Recording one and recording two Dates and locations

Reviewer feedback tied to the target and audience effect

Month end review What became reliable and what still needs attention

Next target selected from the evidence

Explore team training to build reliable communication habits across your organization.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



90 Day Continuation Tracker

Add one relevant pressure variable, such as Q&A, a more senior audience, fewer slides, or a different format. Preserve the result, roadmap, memory target, Reset Routine, and close.

Dates _____ Meaningful event _____

One primary development target and why it matters

Practice plan and evidence I will collect

One added pressure variable and the contingency I will rehearse

Reviewer feedback tied to the target and audience effect

Month end review What became reliable and what still needs attention

Next target selected from the evidence

Explore team training to build reliable communication habits across your organization.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



90 Day Continuation Tracker

Use the method in formal and informal communication. Collect evidence of clearer decisions, repeat-back, calmer recovery, or stronger follow-through without claiming every result was caused by speaking.

Dates _____ Meaningful event _____

One primary development target and why it matters

Practice plan and evidence I will collect

Two everyday settings where I will apply the skill

Reviewer feedback tied to the target and audience effect

Month end review What became reliable and what still needs attention

Next target selected from the evidence

Explore team training to build reliable communication habits across your organization.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Continuation Practice Log

Use additional copies throughout the ninety days. Connect the skill to a real event and describe the evidence after each attempt.

Date and event	Skill practiced	Observed evidence and next adjustment

My personal speaking standard

Write a short first-person standard covering preparation, audience service, credibility, clarity, presence, adaptation, ethics, and action. Make it sound like you at your best.

Next review date _____

Prepare. Practice. Present. Review. Improve.

Explore team training to build reliable communication habits across your organization.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Speaker Travel and Readiness Checklist

Prepare access, materials, appearance, and energy before the day of delivery.

Event / date / arrival time / delivery time

Travel, timing, and access

- ☐ Confirm the address, route, parking, entry requirements, and room location.
- ☐ Allow travel and setup time, including a realistic margin for delays.
- ☐ Confirm the organizer, onsite contact, and a way to reach each person.
- ☐ Check travel arrangements, weather, and an alternative route or plan.
- ☐ Know when the room is available and when sound or technology can be tested.

Materials and backups

- ☐ Pack notes, run sheet, handouts, and materials needed for audience activities.
- ☐ Bring the presentation, adapters, charger, clicker, and any essential equipment.
- ☐ Keep a local copy and a second accessible backup of essential files.
- ☐ Prepare a useful version that can be delivered without the slide deck.
- ☐ Carry essential presentation materials where you can access them.

Onsite contact / phone / access instructions

Travel or access contingency

Discuss coaching or speaking inquiries for your next important presentation or event.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Appearance, Energy, and Final Readiness

Make readiness serve the audience and the purpose of the event.

Personal readiness

- ☐ Choose clothing appropriate to the audience, setting, and work you will do.
- ☐ Check fit, comfort, appearance, movement, and microphone placement.
- ☐ Plan rest, hydration, meals, and breaks around your delivery time.
- ☐ Protect time and attention for preparation rather than arriving rushed.
- ☐ Adapt readiness choices to your body, needs, and circumstances.

Before taking the floor

- ☐ Confirm the audience, desired result, time available, and introduction.
- ☐ Review the opening, audience roadmap, and purposeful close.
- ☐ Check that essential materials and backups are available.
- ☐ Use Breathe, Plant, Lead, Serve before your first useful sentence.
- ☐ Choose the next useful action if travel, timing, or conditions change.

My final readiness check / one item to resolve

My first useful sentence and service cue

Discuss coaching or speaking inquiries for your next important presentation or event.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Room Setup and Technology Checklist

Arrange the room and technology around what the audience needs to see, hear, and do.

Venue / room / date / onsite or audiovisual contact

Seating, sightlines, and room conditions

- ☐ Choose seating to support the presentation, discussion, or practice activity.
- ☐ Check sightlines from the back, sides, and seats with restricted views.
- ☐ Allow appropriate access, movement, and space for participants and activities.
- ☐ Check lighting on the speaker, audience, notes, and projected material.
- ☐ Check temperature, noise, distractions, and the location of room controls.

Sound and audiovisual support

- ☐ Test the microphone at the level and position you will use.
- ☐ Check sound from different seats and confirm who can adjust it.
- ☐ Test slides, video, audio, screen sharing, connections, and adapters.
- ☐ Confirm that text and visuals are readable from the audience positions.
- ☐ Identify the person responsible for technical support during the event.

Room or technology issue / owner / resolution time

Discuss team training or speaking inquiries and prepare the room around your audience.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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



Remote Participation and Failure Plan

Include remote participants and rehearse a useful response when something fails.

Remote and hybrid participants

- ☐ Test the meeting link, access settings, camera, microphone, and speakers.
- ☐ Confirm that remote participants can see and hear the essential message.
- ☐ Check how remote questions and comments will reach the speaker.
- ☐ Assign someone to monitor chat or remote requests when needed.
- ☐ Make shared materials and audience activities usable for remote participants.

Backups and final room check

- ☐ Keep essential files available without relying on one connection or device.
- ☐ Prepare a version that preserves the result if slides or sound fail.
- ☐ Agree who will respond to a failure and how you will communicate the change.
- ☐ Test the transition from the introduction to your opening.
- ☐ Confirm the time available, Q&A process, and protected close.

Most likely failure / useful response / responsible person

What I will preserve for the audience if the format changes

Discuss team training or speaking inquiries and prepare the room around your audience.

Robert Carrow | training@robertcarrow.com | 386-451-7222

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

