Your Academy in Review

Your Speakers Academy is coming to a close. Do you remember when you first began? Whether it feels like moments or months ago, you’ve covered a tremendous amount of information. Do you remember what you learned in each module? Do you remember those actions items that you set out to accomplish in your near future? Let’s take this opportunity to conduct a program review by looking back at each section.

Orientation:
What did you learn in this module?

What’s still on the list to do from this module?

Professional Awareness:
What did you learn in this module?

What’s still on the list to do from this module?
Module 10: Putting It All Together

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Topic Development:

What did you learn in this module?

What’s still on the list to do from this module?

Sales and Marketing:

What did you learn in this module?

What’s still on the list to do from this module?
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Presenting and Performing:

What did you learn in this module?

What’s still on the list to do from this module?

Platform Mechanics:

What did you learn in this module?

What’s still on the list to do from this module?
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Authorship and Product Development:

What did you learn in this module?

What’s still on the list to do from this module?

Managing Your Business:

What did you learn in this module?

What’s still on the list to do from this module?
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Professional Relationships:

What did you learn in this module?

What’s still on the list to do from this module?
Celebrations

Often we move so fast that we fail to stop and recognize how far we’ve come. Let’s take this opportunity to celebrate the things you DID with what you learned!

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YAY YOU!
Now What?

You have probably recorded on the preceding pages more than one thing you have learned in this Academy. Much as attendees might feel overwhelmed with a lengthy list of notes from an NSA Convention, you may also feel overwhelmed, so let’s streamline your list. What are the items you would like to get done in the next three time frames?

To-Do’s in the next 30 Days: Due by:____________________

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________________________________________
________________________________________
________________________________________
________________________________________

To-Do’s in the next 6 Months: Due by:_______________

To-Do’s in the next 12 Months: Due by:_______________
Prioritizing the List

We are human beings and not human doings, but it is so easy to stay focused on all those things yet to be done. Remember to go back repeatedly and celebrate how far you’ve come. Then take the time to prioritize those items on your lists on the previous page. Prioritizing these items will allow you to maintain focus on the most important item. But how do you prioritize?

Consider the A, B, C, 1, 2, 3 Method:

- Place an A next to those items that are URGENT and vital. (Not all items can be an A.)
- Place a B next to those items that NEED to get done, but have a bit of time before they become critical.
- Place a C next to those items that you would very much LIKE to get done, but that are not as important to you or your business as the A or B items.
- Then go back to your A items and rank each in priority order with a number.
- Do the same with your B items.
- Do the same with your C items.
- Following this exercise, your list would now have items ranked as A1, A2, A3, A4, B1, B2, B3, C1, C2, C3, etc.

Consider running a TOURNAMENT similar to a sporting tournament lineup.

- Draw a tournament or menu tree diagram on a piece of paper.
- Place all to-do items for a given period of time down the far left column.
- Determine the item that “wins” or is most important out of the top two.
- Repeat for each of the next two items in the left most column.
- Determine the item that “wins” or is most important out of the top two in the second column.
- Repeat for each of the next two items in the second column.
- Continue this process until you find the “winner.” This will be the item that you focus your efforts on first.
- Tournaments can be run daily, weekly or any time you feel overwhelmed and are not sure what to do next.

An Example of the tournament style of prioritizing:
Putting it All Together Homework

Congratulations on the completion of your Speakers Academy Program. Your journey now continues! Wherever you began, chances are you now have homework to keep up the momentum and build your career.

My homework from this session is:

• __________________________________________

• __________________________________________

• __________________________________________

• __________________________________________

• __________________________________________

• __________________________________________

• __________________________________________