

Get Booked for Speaking



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Get Your Speaker Sheet Done Worksheet

This worksheet is designed to get all the necessary parts of a speaker sheet down on paper to assist you in writing your speaker sheet. Answer these questions as best you can. Too much information is better than too little at this stage.

What might be a bold benefit-focused statement that covers all of what you do that can be put at the top of your speaker sheet?

Examples: Uplift Your Married Love Life; Update Your Image Fast; Grow Your Business Now; Increase Every Your Daily Productivity; Catapult Your Sales with Ease

Put a few ideas here: _____

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How would you describe your presentation?

Identify a few that apply.

Action oriented

Applicable

Bold

Brilliant

Controversial

Clarifying

Cutting Edge

Effective

Forward-thinking

Fun

Helpful

Hands-on

Hopeful

Humorous

Impactful

Informative

Info-packed

Interactive

Innovative

Insightful

Inspirational

Practical

Profound

Proven

Relevant

Scientific

Thought provoking

Uplifting

Visionary

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How would you describe your speaking style?

Identify a few that apply to you.

Caring

Funny

Connected

High energy

Outgoing

Insightful

Down-to-Earth

Inspirational

Dynamic

Light-hearted

Energetic

Life affirming

Endearing

Motivating

Engaging

Knowledgeable

Entertaining

Positive

Flamboyant

Passionate

Friendly

Pragmatic

Fun

Warm

Other words you would use to describe your speaking style?

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List of clients you've spoken to: If you do not have any yet, leave this section blank.

Testimonials from clients you've spoken to: If you do not have any yet leave this section blank.

Your Credentials

Your profession: _____

Education, academic and other relevant education:

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Certifications:

Any books, programs or products:

Presentations topics and titles

Create presentations that your potential clients are interested in that match what you offer. **What topics match what you offer?**
(max 3)

Write as many ideas as you have here:

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With this in mind what might be the titles to one, two, or three presentations you would like to deliver? Keep in mind you want your titles to be benefit focused, clear and not too long. You can also have a title and a subtitle.

What is your title for presentation #1?

What are the challenges this program addresses?

What will the audience learn from attending this talk?

What benefits will the audience gain from attending this talk?

What is your title for presentation #2?

What are the challenges this program addresses?

What will the audience learn from attending this talk?

What benefits will the audience gain from attending this talk?

What is your title for presentation #3?

What are the challenges this program addresses?

What will the audience learn from attending this talk?

What benefits will the audience gain from attending this talk?

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Benefit description words

Accelerate

Access

Apply

Create

Determine

Discover

Divulge

Explore

Expose

Find out

Gain knowledge of

Identify

Implement

Learn

Master

Notice

Reveal

Realize

Share

Take away

Understand

Uncover

Upgrade

Walk away with

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Your contact info

Full name for business:

Phone number:

Email address:

Website:

*Take this info and use it to write up your speaker sheet
Add a headshot and if you have it a good pic of you
presenting and then have a graphic designer make it look
good and on brand for you.*