

# TIMER:

## Keeping To Schedule

Keeping appointments to time is an important life skill. We all lead very busy lives, and in order to give everyone a chance to speak at our Toastmasters meetings, it is important that meetings run to time.

This is your opportunity to get involved in our meetings, and help us keep everything running smoothly!

### The Key Elements of Being Timer:

- Giving an appropriate explanation of the Timer role at the beginning of the meeting. (see script)
- Giving a succinct and informative Timing Report at the end of the meeting.
- Remembering to use the timing lights (including resetting them after each speaker)
- And don't be afraid to use the buzzer!

### How To Prepare as Timer:

- Read the script below, and familiarise yourself with the timing apparatus and timing lights.

### How To Perform as Timer:

- At the beginning of the meeting, the Toastmaster will call on you to provide an explanation of the role of Timer. If you are unfamiliar with the role as of yet, or if you can't give a short 30-second spiel from the top of your head – please feel free to refer to the script below and even read it verbatim.
- Follow the timing markers on the agenda and use the lights accordingly.

For example, if the timing markers for a Project Speech are “5 – 6 – 7”, then you would turn the **green** light on at 5 minutes, the **amber** light on at 6 minutes, and the **red** light on at 7 minutes. If the speaker continues talking, use the **buzzer** to buzz them every 30 seconds from then on.

(The timings for Project Speeches may also be announced prior to the speech – if these differ from the agenda, follow the timing which was announced verbally.)

- Use the dual timer for the Table Topics session. Time the entire session using one clock, and each respondent using the other clock. Enact the lights accordingly. (The Table Topics Master will often ask how much time they have remaining.)

The timing for individual Table Topics respondents is (as indicated on the agenda) – **green** at 60 seconds, **amber** at 75 seconds, and **red** at 90 seconds. Use the **buzzer** every 30 seconds over time.

- Write down the time taken by each speaker or role, as you will be called upon near the end of the meeting to stand in your place and deliver the Timing Report – so that each participant knows how long they spoke for.

That’s it!

Have fun, get involved, and thanks for helping us run the meeting!

# TIMER: Opening Script

*(When you're asked what your role is, just read out the following text)*

It is important that meetings in Toastmasters run to time. For this reason, Toastmasters uses a timekeeper to record how long each speaker takes.

On your agenda, you will see three timing markers next to each agenda item.

Upon reaching the first marker, you will see the **green** light, which means you are within your allotted time.

As you continue, when you reach the second marker you will see an **amber** light, which means it is time to start wrapping up.

If you reach the third and final marker, you will see a **red** light, which means you have exceeded your allotted time.

If you continue, I will use the **buzzer** every 30 seconds to let you know that you have run over time and that you should conclude as soon as possible.

Thank you.