



# Cheat Sheet

## Time keeper:

Congratulations on taking this assignment. It will offer you an excellent opportunity to practice giving clear instructions and managing time, something we all have to do every day. By working on this assignment you also have the opportunity to help everyone at the meeting to improve their own time management.

This “cheat sheet” contains the following:

- Detailed, step-by-step guide on being the Time keeper
- The Time keeper’s report

## Introduction to Time keeper:

The purpose of the Time keeper is to:

- Time each segment of the programme
- Provide reports on the time taken for each segment
- Together with the Toastmaster ensure that the meeting begins and ends on time.

## Competent Leader Credits

You can use this assignment to get credits in your own *Competent Leadership (CL)* programme. Please ask your Vice President Education to assign you an evaluator to provide you with feedback on this leadership role. Your assigned evaluator will provide YOU with feedback on your leadership strengths in this role and offer suggestions for improvement the next time you are assigned this role.

The Timekeeper assignment is a compulsory assignment for Project 4. If you don’t have your CL manual with you then please ask the Sgt at Arms for a copy of the assignment. Be sure to read through the evaluation criteria before the meeting.

ROLE	Competence	
PROJECT 1	Listening and Leadership	X
PROJECT 2	Critical Thinking	
PROJECT 3	Giving Feedback	
PROJECT 4	Time management	
PROJECT 5	Planning and Implementation	
PROJECT 6	Organise and Delegating	
PROJECT 7	Developing your facilitation skills	
PROJECT 8	Motivating People	
PROJECT 9	Mentoring	
PROJECT 10	Team Building	



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## Points to remember

### Before:

- Get timing equipment (stop watch and lights) from the Sergeant at Arms.
- Ensure you have asked for the Time Keeper's report and bring a pen to record the speakers' times.
- Be sure you understand how to operate the stopwatch and lights and make certain that the timing equipment works.
- Confirm time requirements for each prepared speech with the speakers (in advanced speeches the speaker is entitled to request different timing to that reflected in their project)
- Sit where the speakers can see the lights easily.

### During the meeting:

- When introduced by the Toastmaster at the beginning of the meeting, explain the timing rules and demonstrate how the lights work.
- Throughout the meeting, signal each programme participant as his or her time elapses. Generally accepted times are as follows:

Task	Green	Amber	Red
Table Topics Speeches	1 minute	1½ minutes	2 minutes
Evaluations	1 minute	2 minutes	3 minutes
CC Manual speeches (Except CC1 and CC10)	5 minutes	6 minutes	7 minutes
Advanced Manual speeches Listen for the time from the Evaluator (they vary).	Lower time range (E.g. 8 minutes)	Middle time range (E.g. 9 minutes)	Upper time range (E.g. 10 minutes)

- Record each participant's name and time used.
- In addition signal the Chairman, Toastmaster and Table Topics master with red when they have reached their allotted or agreed upon time.
- When called to report by the Toastmaster, stand by your chair, announce the speaker's name and the time taken.
- If the meeting extends to **13:55** (for lunch time meetings), in other words, 5 minutes before the meeting has to end – switch on the red light and leave it on to indicate that the meeting should finish within 5 minutes. This is known as “Signalling 5 Minutes”.

### After the meeting:

- Return the stopwatch and timing lights to the sergeant at arms
- Give the completed timer's report to the secretary for recording speech times in the minutes.



## Time Keeping Guide

Begin timing when the speaker starts speaking or makes a gesture to attract the audience's attention.

- When the lower limit of the time range elapses switch on the Green light.
- When the optimal time elapses switch on the Amber light.
- When the maximum time elapses switch on the Red light, and leave it on until the speaker finishes.

### Table Topics

All table topics speakers have a time of **1**, **1½**, **2** minutes.

Speakers Name	Time

### Prepared Speeches

Project	Speaker's Name	Time
CC 1 Time: <b>4</b> , <b>5</b> , <b>6</b> minutes		
CC 2 – 9 Time: <b>5</b> , <b>6</b> , <b>7</b> minutes		
CC 10 Time: <b>8</b> , <b>9</b> , <b>10</b> minutes		
Advanced Time: <b>5</b> , <b>6</b> , <b>7</b> minutes		
Advanced Time: <b>refer to manual</b>		
Advanced Question Time Time: <b>2</b> , <b>3</b> , <b>4</b> minutes		

### Evaluators

Project	Evaluator's Name	Time
C&L 1 Time: <b>1</b> , <b>2</b> , <b>3</b> minutes		