

Set up rehearsals

At this step, set up rehearsals. This will make you accountable and give you the needed deadlines you might need to crush procrastination. If you're anything like me, it will help you a lot. Having rehearsals set up well in advance gives me that extra kick to get to work on my speech well in advance. I don't want to disappoint my friends with a poor speech, and I doubt you want, either.

Here's a script you can use to invite friends and colleagues for a rehearsal.

Hey (name),

I'd love to get some feedback from you on a speech I'll be giving on (DATE) at (EVENT). I have booked (DATE & TIME 1) and (DATE & TIME 2) for rehearsals at (PLACE). It will take some 20/30/45/60 minutes (depends on the length of your speech - reserve at least 20 min for the feedback unless your speech is less than 5 minutes). Can you make it to one or both rehearsals?

If you can't make it, no problem. If you can, I'd appreciate it. Thank you!

Your name