

TIMER'S REPORT

Please give this report to the Secretary after the meeting for our archives.

[Download the Zoom Timer Backgrounds](#)

Timer: _____

Date

One of the skills Toastmasters practice is expressing a thought within a specific time. As timer I am responsible for monitoring time for each speaker in each meeting segment. Each prepared speech has a specified target window of time. Table Topics have a target window of 1-2 minutes. Evaluations have a target window of 2-3 minutes.

At the minimum targeted time, I will start displaying green to the speaker.

At the midpoint of the targeted time, I will stop displaying green and start displaying yellow to the speaker.

At the maximum targeted time, I will stop displaying yellow and start displaying red. I will continue to display red until the speech is complete.

PREPARED SPEECHES

Verify the target times with each speaker prior to the start of the meeting.

Speaker	Speech	min	mid	max	Total

TABLE TOPICS TIMING: 1 – 2 Minutes

Green – 1 minute Yellow – 1½ minutes Red – 2 minutes

Speaker	Topic	Time

EVALUATIONS TIMING: 2 – 3 Minutes

Green – 2 minutes Yellow – 2½ minutes Red – 3 minutes

Evaluator	Speaker	Time