

**TAKING CARE OF YOUR FAVORITE SPEAKER, YOU!
TOASTMASTER INTERNATIONAL CONVENTION**

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1. Have you taken an honest look at yourself lately? _____
2. Do you like what you have found? _____
3. Are you confident about who you are? _____
4. Do you like your job? List five reasons why: 1. _____
2. _____ 3. _____
4. _____ 5. _____
5. List five things you like about yourself.
1. _____
2. _____
3. _____
4. _____
5. _____
6. List five reasons why people like you.
1. _____
2. _____
3. _____
4. _____
5. _____
7. List five things you have accomplished.
1. _____
2. _____
3. _____
4. _____
5. _____
8. List ways you can be good to yourself without neglecting your responsibilities or feeling guilty. _____

"The secret in happiness is not in doing what one likes, but in liking what one does." James Barrie

9. How is your health? Do you need to lose or gain weight? What does an extra twenty pounds do to your body? Every extra ten pounds over weight puts an extra 100 lbs. of pressure on your joints. This is your ankles, knees and hips. When you are extra heavy, can you stand before an audience for one hour or more? Can you deliver the message they need to hear if you are gasping for breath?
10. Posture matters. If you slouch you don't have room to breathe. Stand tall. Your lungs need room to expand. Big gestures help relax the throat, neck and shoulders. Another word about posture: every inch you drop your chin towards your chest while sitting or standing puts 100 lbs. of pressure on your lower spine.
11. What exercises will give you more energy for the platform? The answer – anything and everything to get your heart rate higher. Endurance like walking is one of the best. Find an exercise that you enjoy and do it regularly. Increase your time weekly. Water exercises are absolutely wonderful to keep your joints working without the pressure of jolting them like jogging would. You find your thing and do it!
12. Exercising regularly helps to keep your body, mind, and spirit healthy. Stretch daily. Reach as far as you can in all directions. You should be able to touch the floor unless you have a disability to prevent it.
13. What foods are good or bad for speakers? Do not eat anything that could give you acid reflux, heartburn, indigestion, or gas. You know what your body likes or tolerates. Avoid sweets before speaking. Sugar is bad for the vocal chords. Fried foods – do you have to even ask? For most people when they eat fried foods or/and sugary foods the body has to spend all it's energy to digest it. People usually feel sluggish afterwards. Your brain cannot function properly if your body is spending all it's energy to digest that food. Your brain needs to be receiving that wonderful energy to deliver that marvelous speech you have written.
14. The main thing about your diet is to eat in moderation. Pay attention to the foods that bother you. Each person is different in what they can handle. We should be striving to have a healthier body. In order to obtain this goal we have to take care of our own health. No one else can do this except you.
15. What drinks should a speaker avoid? Coffee, tea, colas, milk, and alcohol are all to be avoided before or while speaking.

"If you don't start, it's certain you won't arrive."

16. What to drink? Water, water, and more water. Your body and vocal chords need the hydration. Drink at least 8, 8-ounce glasses of water per day (64 ounces); more if you drink caffeine, alcohol, or if you're exercising. Avoid dairy products that thicken mucus and cause throat clearing.
17. Drink often. When you realize you are thirsty you are already dehydrated. Keep a cup/bottle of water close to the lectern.
18. Drink water that is room temperature. Icy drinks are not good for the vocal chords.
19. **Speakers survival Kit.** Every speaker should carry an Emergency Kit: Echinacea, cough drops, ginger, grapefruit seed extract, Anti-Diarrhea, Antacids, Tylenol, all your prescription medication. Be prepared for things that could happen while traveling. You might not have time to purchase. Echinacea can be purchased in different forms. I usually carry it in tea bags with honey & lemon. Drinking this can help your voice in many ways. It can help get over a cold or laryngitis. It can be purchased in almost all food stores now and especially in health food stores. Grapefruit seed extract helps relieve a sore throat. Add a few drops of it into water and gargle. It tastes absolutely terrible, foams at the mouth but relieves that pain. You won't want to do it again but it works!
20. Use your volume for emphasis. Don't shout your speech. Don't be a cheerleader! Avoid vocally abusive behaviors.
21. Warm up your voice before speaking. Sing or hum throughout the day to keep your voice physically fit. Repeat tongue twisters to relax your tongue and lips. Bite the tip of your tongue with your back teeth if your mouth gets dry!
22. Keep your voice healthy. Allow yourself several "vocal naps" every day, especially during periods of extended use. You don't have to talk non-stop!
23. Don't clear your voice as that causes the vocal folds to come together quite violently. Some things to do instead are:
 - 1) Swallow deeply
 - 2) Cough silently as if you were saying an "h"
 - 3) Take a sip of water.
 - 4) Hum - the natural vibration of the vocal folds will help to clear the unwanted mucus.
 - 5) Yawn big time!
24. Relax your breathing before you walk on stage and between questions.
25. Avoid chronic use of mouthwash.

26. Always warm up your voice before or cool down after prolonged speaking or singing.
27. Don't whisper! It may actually make your voice worse!
28. Frequent use of aspirin products may cause vocal hemorrhage so use Tylenol.
29. Refluxed acid may cause damage to the mucous membranes of the esophagus. It can cause not only heartburn, but also a number of problems related to voice production. Check with a doctor if you have this often.
30. Get sufficient sleep daily.
31. Take time out for yourself. Rest when necessary. Only you can take care of yourself. Only you know your needs.
32. You are the only person who will never leave you. If you want something better in life, then you will have to make it happen!
33. Happiness is an inside job. If you are not happy with yourself, why do you think someone else will make you happy?
34. What will you do to become your best friend?
35. Do something you have always wanted to do. They are _____,
_____, _____, _____.
36. Have something to look f_____ to d_____
37. Be e_____ about l_____. No one likes being around a grouchy person.
38. Don't take unnecessary r_____ in doing things you need to delegate to others! Like trimming trees, repairing roofs, climbing up ladders, reaching things on top shelf IF you do not have proper step stools or get dizzy. Know your l_____.
39. Maintain good friendships by being a g_____ f_____.
40. List ways you can take better care of yourself. _____

"The first and most important step toward success is the feeling that we can succeed."

41. How will you sabotage yourself? _____
What have you done in the past to keep others from liking you, or you from liking yourself? _____
42. _____
43. When you are happy with yourself you will help others find their happiness.
44. Learn to be thankful for what you can do, not feel guilty of what you cannot.

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45. On three separate sheets of paper write **Strengths** in large letters at the top of page #1. Write the word **Weaknesses** in small letters on page #2. Write the words **Strengths I want to develop** on page #3. Then in some quiet time (you have made for yourself), fill out page 1 with all your strengths. Then go to page two and write your weaknesses. When you finish page #2 tear it up and you have destroyed your weaknesses. Then on page #3 write down those strengths you want to develop. Could be some of the same ones you described as weaknesses before. But you are looking at them differently. This could be an on-going project. Keep a notebook of your goals/strengths you want to develop. Look at them periodically. Check your progress. When you accomplish one of them, write down the date. Give yourself a star!
46. Learn to say no to things that will not help you but will rob you of your own agenda.
47. How can you help others reach their potential? _____
48. Do you see changes you can make in your life to help you become a better speaker? _____
49. Do you believe you deserve to have the good life? _____
50. Surround yourself with successful people. Who? _____

*If you think you can - you can
If you think you can't, - you can't.
You are right either way!*

Guess--Who am I?

I am your constant companion. I am your greatest helper, or your heaviest burden. I will push you onward to success or drag you down to failure. I am completely at your command. Half the tasks you do you might just as well turn over to me and I will be able to do them quickly and correctly.

I am easily managed. You must merely be firm with me. Show me exactly how you want something done and after a few lessons I will do it automatically.

I am the servant of all-great men and women -- and, alas, of all failures as well. Those who are great I have made great. And those who are failures, I have made failures.

I am not a machine. But I work with all the precision of a machine, plus the intelligence of a person. You may run me for profit, or run me for ruin. It makes no difference to me.

Take me, train me, be firm with me, and I will put the world at your feet. Be easy with me and I will destroy you. WHO AM I????

It is up to you to change anything about yourself, even your belief in yourself and in the power of believing. You may have to make, and yes, break some habits to realize you are your favorite speaker, but the results will be fantastic! When will you begin ??????????????????

Norman Vincent Peale said, "Get something to say that is completely dominating your mind and your soul. Go out and say it in the most provocative and intelligent manner possible. Mix it up with your good humor, goodwill, and love, and you'll have the time of your life, all your life."

Do it!

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"One person devoted to a dream can change the world."