

# 1-Minute Prep Template: Instant Impact

---

*Master the art of spontaneous speaking with this quick-fire preparation method*

---

## When Every Second Counts

---

Life doesn't always give us time to prepare. Whether it's an unexpected question in a meeting, a sudden request for an update, or an impromptu introduction, this template helps you organize your thoughts quickly and speak with confidence—even when you only have 60 seconds to prepare.

**Perfect for:** - Unexpected questions in meetings - Impromptu presentations - Elevator pitches - Quick introductions - Spontaneous speaking opportunities

---

## The 60-Second Framework

---

### Step 1: Core Message (15 seconds)

*What's the ONE thing you absolutely must communicate?*

**My Core Message:**

---

### Step 2: Supporting Point #1 (15 seconds)

*What's your strongest piece of evidence or example?*

**Key Support:**

---

### Step 3: Supporting Point #2 (15 seconds)

*What's your second strongest piece of evidence or example?*

**Additional Support:**

---

### Step 4: Call to Action (15 seconds)

*What do you want your audience to think, feel, or do?*

**Next Step:**

---

---

## Quick Reference Structure

---

**Opening:** "The key point is..." **Support:** "This is important because..." / "For example..." **Support:** "Additionally..." / "Furthermore..." **Close:** "So I recommend..." / "The next step is..."

---

## Practice Scenarios

---

### Scenario 1: Project Update Request

**Situation:** Your manager asks for an impromptu update on Project Alpha.

**Core Message:** Project Alpha is progressing well and on track for our Q3 deadline. **Support 1:** We completed Phase 1 ahead of schedule last week. **Support 2:** The team has proactively identified and addressed potential Phase 2 risks. **Call to Action:** I'll send a detailed progress report by end of day for your review.

### Scenario 2: Unexpected Introduction

**Situation:** You're asked to introduce yourself at a networking event.

**Core Message:** I'm Sarah, a marketing manager who helps tech startups grow their customer base. **Support 1:** I've helped three companies increase their user acquisition

by over 200%. **Support 2:** I specialize in data-driven growth strategies for early-stage companies. **Call to Action:** I'd love to hear about your business challenges and see how I might help.

### Scenario 3: Opinion Request

**Situation:** You're asked for your thoughts on a new company policy.

**Core Message:** I think this policy will improve our team's work-life balance significantly. **Support 1:** It addresses the main concerns raised in our recent employee survey. **Support 2:** Similar policies at other companies have shown measurable improvements in retention. **Call to Action:** I suggest we pilot it for three months and gather feedback.

---



### Pro Tips for Success

---

#### Before You Speak

- **Take a breath:** Even 2-3 seconds can help you center yourself
- **Stand/sit tall:** Good posture instantly boosts confidence
- **Make eye contact:** Connect with your audience from the start

#### While You Speak

- **Speak slowly:** Nerves make us rush—deliberately slow down
- **Pause between points:** Give your audience time to process
- **Stay focused:** Stick to your four key elements

#### If You Get Stuck

- **Buy time:** "That's a great question, let me think about that for a moment"
  - **Simplify:** Focus on just your core message if time is really short
  - **Be honest:** "I'd like to give you a more detailed answer—can we follow up after the meeting?"
-



# Building Your Instant Speaking Skills

---

## Daily Practice

- Practice the framework with everyday conversations
- Use it when explaining your day to family or friends
- Apply it to social media posts or emails

## Weekly Challenge

- Volunteer to answer questions in meetings
- Offer to give impromptu updates
- Practice introducing yourself in new ways

## Monthly Growth

- Record yourself using the framework
  - Ask for feedback from trusted colleagues
  - Gradually tackle more challenging spontaneous speaking situations
- 



## Your Quick Prep Space

---

**Situation:** \_\_\_\_\_

**Core Message:** \_\_\_\_\_

**Support 1:** \_\_\_\_\_

**Support 2:** \_\_\_\_\_

**Call to Action:** \_\_\_\_\_

---

## Remember

---

Spontaneous speaking is a skill that improves with practice. The more you use this framework, the more natural it becomes. Don't aim for perfection—aim for clarity and confidence. Your authentic voice, even when unprepared, is more valuable than a perfect script.

*"Confidence comes not from always being right, but from not fearing to be wrong."*

---

**Want to Build More Speaking Confidence?** Check out our directory of public speaking courses and coaching to develop your skills further.