

# Timer's Worksheet

Meeting Start Time: \_\_\_\_\_ Opened By: \_\_\_\_\_

**Speakers:** Green light at minimum time. Yellow light halfway between minimum and maximum time. Red light at the maximum time.

<u>Name</u>	<u>Assigned Time</u>	<u>Actual Time</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**Table Topics (1-2 Minutes):** Green at 1 min. Yellow at 1:30. Red at 2 min.

<u>Name</u>	<u>Topic</u>	<u>Time</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____
5) _____	_____	_____

**Speech Evaluators (2-3 Minutes):** Green at 2 min. Yellow at 2:30. Red at 3 min.

<u>Name</u>	<u>Topic</u>	<u>Time</u>
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____

**General Evaluator (3-5 Minutes):** Green at 3 min. Yellow at 4 min. Red at 5 min.

<u>Name</u>	<u>Time</u>
_____	_____

Meeting Closed Time: \_\_\_\_\_ Closed By: \_\_\_\_\_

Timer Name: \_\_\_\_\_ Date: \_\_\_\_\_