



FINDING *balance*

Reclaim Your Time
and
*Live a More
Fulfilling
Life*

**Speech
Preview**



Ready2Go
MARKETING SOLUTIONS

Finding Balance: Reclaim Your Time and Live a More Fulfilling Life

Speech Preview



Congratulations! on purchasing your very own Ready2Go Speech.

While we hope that you are using this product in conjunction with the Ready2Go Teleseminar, Workshop, Audio Training Program and Special Report, this product alone is a great tool for growing your business.

When it comes to public speaking, chances are you are in one of two camps - you either love it or you hate it. For those of you that love it, FANTASTIC!!! The Ready2Go Speeches will be a powerful tool to use as part of your marketing strategy.

And for those of you that hate it, no worries!! You are a part of “camp majority”. But the good news is that just by purchasing a Ready2Go Speech, you are making a viable effort toward using speaking to grow your business. If you apply the tips you learn in this Speaking Guide, and combine it with a professionally crafted Ready2Go Speech, you are more than half way home!

You understand that speaking is an important part of growing your business. You can do it without speaking, but you’ll do it faster and easier with speaking. Instead of meeting one person at a time, speaking allows you to meet numerous people at once, who want what you have to offer. Speaking also puts you in the position of the expert. You get to provide value and allow the audience to experience you as a knowledgeable, caring person who can help them solve their problem.

And remember, just like with anything new, it takes practice to get better. The more you practice the better you get. The better you get the more comfortable you become. And the more comfortable you become, the more you enjoy it!

Here’s to your enjoyment and success!

A handwritten signature in black ink that reads "Kim".

Kim Clausen,
President
Ready2Go Marketing Solutions, Inc
Kim@Ready2GoMarketingSolutions.com

P.S. Please be sure to tell us about your experiences. We are excited to hear!

Ready2Go Marketing Solutions, Inc.® 5023 W 120th Ave #184, Broomfield, CO 80020 303-465-0454
www.Ready2GoMarketingSolutions.com

What You Get in Your Ready2Go Speech® Program

With the Ready2Go Speech® you get more than 50 pages of:

- Professionally scripted 30 minute speech on highly relevant topics for your target audience. Easily customizable to any audience by adding in your own unique personality, delivery, stories, anecdotes and applications.
- Speech overview to give you a summary of the key points covered
- Speech outline for you to use as your guide when delivering your speech
- Delivery Tips for each specific speech
- Speaking guide which includes
 - Tips on where to find places to speak
 - Instructions on how to land speaking gigs which include
 - Phone script and inquiry letter
 - Marketing documents such as
 - Complimentary consultation sign up form
 - FREE offer sign up form – for your FREE report, eBook, audio, newsletter, etc.
 - Product order form
 - Guidelines on how to adequately prepare for an awesome presentation
 - Suggestions on ways to get the most exposure with your speaking engagement
 - How to secure a complimentary consultation
 - Guidelines for a powerful introduction
- Delivery Tips – tips of the trade from the pros on how to deliver a great speech



About Ready2Go Marketing Solutions, Inc.[®]



About Ready2Go Marketing Solutions, Inc.®

Ready2Go Marketing Solutions, Inc. – Instant Information Products to Market Your Business

Ready2Go Marketing Solutions, Inc. provides small business owners with turn-key marketing products, so that they can **spend less time marketing and more time growing their business.**

Ready2Go Marketing Solutions, Inc. offers a suite of **plug-n-play marketing solutions such as fully-developed workshops, teleseminars, speeches, audio training programs and special reports.** These tools are ready-made for coaches, consultants, trainers and speakers to customize and brand as their own saving tons of time and effort.

By creating these completely developed products, we've **eliminated the difficult and time-consuming task of content creation, so small businesses don't have to worry about marketing and selling.** Instead they can now put their marketing on auto-pilot and focus on doing the work they truly enjoy.

Our products include everything small businesses need to deliver value added products to their clients and prospects. It's marketing made easy!

We Have Common Bonds

Like you, we are business owners and coaches who struggled with the lack of marketing materials to grow our own businesses. We were frustrated by the choices, the availability and the accessibility of quality marketing plans and materials that actually work.

So we did something about it. We went out and crafted marketing strategies that are highly effective, boldly innovative and dazzlingly creative.

We have professional marketers, training developers, copywriters, and speech writers who are poised to provide you with the highest quality products and services to grow your business with more than 50 years of training development, speaking and business development experience.

Our products are professional grade, developed by experts in the industry and are easy to follow and implement, GUARANTEED.

Plus, if you need that additional support to help you launch your Ready2Go marketing solution, we have trained coaches on staff to assist you.

For further assistance, contact us at support@ready2gomarketingsolutions.com or give us a call anytime.

Ready2Go Marketing Solutions, Inc.® provides small business owners with completely developed, ready to implement marketing solutions to grow their business. We operate under the strongest ethics and quality standards.

Read This First

Before you read the Speaking Guide, there is something that we want you to remember first and foremost, and throughout this process –

There are hundreds, if not thousands, of clubs/associations/organizations in your area who are looking for speakers every day of the week!

They just need to know you exist. And the only way they are going to know about you is if you tell them!

The people that you will be contacting are tasked with finding speakers for their club or organization. They are charged with booking new speakers, new topics, and new interests for their club day in and day out. When a confident, articulate, cheery person with a **sought after** topic contacts them, it is like a blessing from above. **So remind yourself of this continually through this process.**

Also remember, if you get turned down, don't think of it as being rejected, just think of it as being temporarily turned down! You're just being temporarily postponed. Doesn't that feel better? **It's not about you**, it could be about a lot of things - the timing, membership requirements, experience level, club demographics, their needs at the time - the list goes on and on. But it's not about you! The club may also have certain requirements that you are not yet able to meet. No worries! Just do what you can as soon as you can to meet those requirements so you can contact them again at a later date to schedule your speaking engagement.

And finally, remember that the Ready2Go Speech topics are **relevant and interesting** topics that people want to know and learn more about. You're not trying to convince them to let you come talk about the molecular breakdown of an atom. You are going to talk to them about something that is compelling and interesting! And these speeches are professionally crafted. So with some practice, and your personal touch, you have a fantastic service to offer the person who books speakers for their club!

**Do you believe it?!?!
Believing it is the first step to your success!
And here's to your belief!**

Speaking Guide

WHY SHOULD YOU SPEAK?

(page 1 of 14 pages)

Speaking should be considered a foundational part of your overall marketing strategy. If you fear it, loathe it and would rather eat nails, no worries!! Join the rest of the human race!!! But the good news is, there are ways to overcome your fears and dislikes, and over time you **will** grow more comfortable with it – you may even learn to love it! Especially if it's making you money!

You get exposure -

Speaking is a powerful marketing strategy for your business because it increases your exposure. You have the opportunity to get in front of your target market with compelling messages and teachings that position you as the expert.

Ideally you want to be speaking to people who want and need the products and services you provide. Exposure is everything. The more exposure you get with your target market and niche audience, the more successful you will be. And speaking is a foundational strategy to get that exposure.

The audience has an opportunity to connect with you and discover what you do. When you speak, you are seen as a knowledgeable expert who can help them solve their problems and enable them to achieve a specific result or benefit. When you speak to their needs and wants, and provide education and solutions to solve their problems, people connect with you. And when they connect with you they trust you. All long term relationships are built on trust, and speaking is an effective way to begin that trust relationship.

It sets the foundation for a long term relationship -

When a Ready2Go Speech is partnered with other ways for your audience to engage with you, you have the beginnings of a long term relationship. Offer a complimentary follow up session, have them sign up for your electronic newsletter, or give them a download link for a product on your website. Think of creative ways you can capture their contact information by giving them something that is of value such as the Ready2Go Special Report or 6 part Audio Training Program. Once you have their contact information you can start building a relationship with them. And over time, **your audiences will become clients!**

You are the expert -

If you were looking for some help with a specific issue, who would you want to hire? Speakers are generally viewed as subject matter experts. While this certainly varies from speaker to speaker, the very fact that you are in the front of the room distinguishes you from audience members. What a tremendous way to gain "instant" credibility!

You have a captured audience who, before you even begin your talk, is looking to you for insight, guidance, knowledge and direction. As long as you deliver a good talk and develop a connection with the audience, you can position yourself and your products and services as a possible "solution" to their "problem."

Speaking Guide Supporting Documents *(included in your speech package)*

- Sample Letter to Meeting Planner
- E-Zine Registration Form
- Complimentary Consultation Sign Up Form
- Product and Services Order Form
- Sample Introduction

Delivery Tips

Delivery Tips for Speakers

(page 1 of 5 pages)

- 1. Get to know the organization you are speaking with**
 - a. Ask questions of the meeting planner
 - b. Research the organization on the web
 - i. Find out their core values
 - ii. Discover their purpose
 - iii. Know who their members are

- 2. Prior to the meeting**
 - a. Arrive early enough to check out the room set-up
 - b. Make the room yours by imagining that this is your meeting. You are the hostess to the attendees.
 - i. Stand at the lectern or speakers space and look out over the room to get a sense of the room
 - ii. Make sure you can make eye contact with the people who are sitting the farther away
 - c. Greet and meet the attendees.
 - i. Speak to people as they enter
 - ii. Introduce yourself
 - iii. Ask questions. Remember, people like to talk about themselves
 1. *What do you do?*
 2. *How long have you been a member?*
 3. *What project(s) are you working on?*
 4. *What's your favorite part of belonging to this organization?*

- 3. Microphone**
 - a. Test the microphone prior to the meeting!
 - b. If the microphone is connected to the lectern, make sure that it is at the correct height for you. Get familiar with the adjustments. Make sure you lean into the microphone to get the most effectiveness from your voice.
 - c. If the microphone is a hand-held and you are comfortable holding it, practice the sound quality.
 - d. If you are comfortable moving around and plan on doing so, test the microphone for the annoying feedback that interferes with the best of speakers. Find the hot spots in the room if there are any.
 - e. If you have a lapel microphone, try it on ahead of time and make sure that your voice is picked up.
 - f. Remember, if you turn your head, the microphone will not pick up your voice as well.

(page 1 of 5 pages)

Speech Overview, Outline and Script

Finding Balance

Reclaim Your Time and Live a More Fulfilling Life SPEECH OVERVIEW

This presentation is designed to help audience members understand what they can do to achieve more life balance. The aspiration of balancing life and work is one that most people quickly identify as a top priority for an overall sense of well being. However, it is one of those personal goals that is often difficult to define because it is different for everyone. Most people have a sense of when they are out of balance, but often feel that attaining balance is out of their control.

The speech gives a practical definition of life balance and helps participants recognize how the choices they make impact their ability to achieve life balance and personal fulfillment.

This is a hot topic that is of interest and benefit to everyone. It is full of useful and practical tips as well as anecdotes that support key points.

Since most meeting planners want to know what you are going to talk about, it is best to describe the speech in terms of benefits. Often this is used in promotional materials.

Here is an easy way to discuss the benefits:

Your group will walk away with a better understanding of life balance and learn useful tips for making small changes for achieving a greater sense of fulfillment. They will be able to identify what life balance means to them and how the choices they make impact that sense of balance. Participants will develop a new perspective on how they can achieve a more balanced life.

Finding Balance

Reclaim Your Time and Live a More Fulfilling Life

SPEECH OUTLINE

Life Balance Speech - Outline

- I. Introduction
 - a. Audience describes life in word or two
 - b. Share answers
 - c. Overview of speech
- II. Define life balance
 - a. Work / life balance
 - i. Phrase usage
 - ii. Phrase history
 - b. Definition
 - i. Work – doing or achieving
 - ii. Life – personal fulfillment
 - c. Out of balance
- III. Balance is not a natural state
 - a. Bicycle analogy
 - b. Audience thinks about balance in their lives
- IV. Life balance is a choice
 - a. Example – husband / wife
 - b. Choices
 - i. Be fully present
 - ii. Choose new traditions
 - iii. Be “out-of-pocket”
 - iv. Choose not to be a slave to technology
 - v. Choose to ask for help
 - vi. When in a hurry, slow down
- V. Decision making process
 - a. Take your time to answer
 - b. Say no if badgered
 - c. It is irresponsible for me to say yes
 - i. Example: Paula and Bonnie
- VI. Saying NO
 - a. Dr. Joanne Cannon’s quote
 - i. Example: Sarah
 - b. 3 self-talk examples (Note: if time is short, this can be omitted)
- VII. Additional thoughts
 - a. Life balance means different things to different people
 - b. Out of balance comes with a price
 - c. Choose to make small changes for more life balance

- VIII. Speaker's offer
- IX. Closing
 - a. Life is never in complete state of balance
 - b. Invite audience to connect with you
 - c. Peace of incubation
 - d. Final Wish

Finding Balance

Reclaim Your Time and Live a More Fulfilling Life SCRIPT

(This is the partial script. The speech package comes with a full 30 minute script)

Thank the introducer:

(See notes below for opening ideas)

Transition: Pause – look out over the audience, smile and begin:

I bet if I asked you to describe your life right now, most people would say --- **(stop immediately and smile)**

Well, let me just ask you to answer that question. Turn to the person next to you and in one or two words, describe you life right now. **(Pause for about 30-45 seconds as the audience talks to each other.)**

So, what were some of the answers? **(Smile at the audience and look directly at them. Pause as you wait for people to respond. If not one responds, then gesture toward a section (or table) and ask:**

What did people around your say? Repeat back with a nod the answers: busy, stressed, hectic, etc. After getting about 5 answers then say,

Thanks for sharing.

Transition

One of the things I noticed is that no-one **(make sure no one did – or change it to say, one of you...)** used the word balanced to describe their life. In fact, most of the words we heard were more descriptive of being imbalanced. **(Can repeat some of the words, here – words like: hectic, busy, overwhelming.**

Most of us seem to live imbalanced while searching for some kind of state of equilibrium.

In fact, life balance is one of the most discussed topics in our culture – and one of the most elusive.

I'm here to share with you some ideas about achieving life balance in spite of living the chaotic life that most of us have come to regard as normal.

We'll touch briefly on some of the causes **and** look at the consequences of a life that's lived consistently out of balance. Primarily, I'm going to give you some tips on how to achieve more balance in your life – and who couldn't use that? ☺

Transition

But before we do that, I want to clarify how I define the term life balance.

Life balance is a feeling that we experience when we sense that we are paying attention to and managing **all** aspects of our lives – our work, our physical and emotional health, our spirituality, and our relationships. That's a lot to hold in balance, isn't it? **(Hold your palms face up and move them up and down to demonstrate)**

But when most people are asked about life balance, they immediately talk about work – **(hold your left hand, palm up to signify work)** and the **rest** of their lives. **(Right hand, palm up)**

In fact, that's where the popular term, work / life balance comes from.

Work-life balance **(make parenthetical sign with hands)** is a relatively new phrase – either our ancestors didn't struggle with it, **or** they didn't have time to even think about naming it, **or** they saw it as the natural human condition and simply didn't question it.

In fact, the term was first coined in 1986 – just over 20 years ago. And it was only referenced about 25 times in top papers around the world over the **next 10 years**. However, **today**, if you Google the term on the internet, you would find over **36 million references**. That's right – 36 million citations for work/life balance.

And people can easily be led to believe that work is one thing and life is another. I believe that the work we do – whatever that means to you -- is an integral part of life and cannot be carved out and measured in a chunk.

So, for the remainder of this talk I invite you to re-phrase work-life balance like this:

If you divide your life into two segments, it is easy to see that much of what you do is all about achieving something and **some** of what you do results in personal fulfillment.

The word **“work”** in the work-life balance phrase really refers to things that you **do** in order to achieve something. It is the **doing or achieving** side of the scales.

- It could be a job that you get paid for doing -- or a job you don't get paid to do.
- It can be about being a fully engaged parent – from tending to a newborn to running car pools, to coaching the 8 yr. old soccer team,
- It can refer to the volunteer or community work you do.
- Doing and achieving could apply to the marathon you are training to run or the commitment to walking 1 hour every single day. Something else on your to-do list. Something to achieve.
- Work also includes the chores that keep life going – grocery shopping, cooking, filling up the car with gas, dropping off clothes at the dry-cleaners.

Whew, if you are like me, just a reminder of all that we achieve or need to do creates a sense of overwhelm. *(Smile with a little bewilderment and pause)*

In other words, achievement refers to the jobs and responsibilities that you have as well as the millions of things on your “to do” list.

On the opposite side of the balancing scales is term **“life”**. Today we are using the word **life** in the work-life balance phrase to refer to **personal fulfillment**.

In other words, fulfillment is the sense of having a healthy and meaningful life. That somehow, when it is all said and done you have a sense of peace and harmony and joy about the life you lead. You have spent energy of course, but you have also been filled with energy from the satisfaction of nurturing your whole being.

There are people who refer to this as a spiritual experience, a sense of wholeness, living on purpose, or living in the present. Regardless of the term used, I'm sure that all of you have a sense about what fulfillment means in the greater sense and specifically what it means to you.

The dilemma that so many of us are faced with is that the achievement – **the doing** – portion of our life often leaves little room for fulfillment – our need to simply **be**.

Or if we over-balance the other way – more being and less doing -- then we don't achieve anything in life. *(Place your hands up as if empty)*

Usually, this is reserved for trust fund children, people with a great retirement income, or someone who wins the lottery – this is not generally an issue for people like us. 😊

Transition