

The Quick & Easy Way to Effective Speaking

by Dale Carnegie

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

☐ ⁰¹ **Write the one point**
Condense the talk into one sentence a listener could repeat.

MON TUE WED THU FRI SAT SUN

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☐ ⁰² **Choose one story**
Pick a specific incident that proves the point without needing explanation.

MON TUE WED THU FRI SAT SUN

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☐ ⁰³ **Open with a scene**
Replace a generic opening with a concrete situation, question, or contrast.

MON TUE WED THU FRI SAT SUN

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☐ ⁰⁴ **Rehearse aloud**
Speak the talk out loud once instead of silently reading notes.

MON TUE WED THU FRI SAT SUN

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☐ ⁰⁵ **Cut one tangent**
Remove a section that is interesting but does not serve the central point.

MON TUE WED THU FRI SAT SUN

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☐ ⁰⁶ **Mark the close**
Write the final two sentences before polishing the middle.

MON TUE WED THU FRI SAT SUN

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☐ ⁰⁷ **Practice recovery**
Intentionally pause, restart a sentence, and keep going during rehearsal.

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