



Your Success ▼ Our Priority

The Success-Plus Club Meeting Timer

Your Business Development Network

The Meeting Timer

Your role is to make sure the leader starts the meeting on time, move the meeting along at a successful pace and cue presenters when they are nearing the end of their allotted time!

Duties

1. Start on time
2. Cue presenters and leaders on time remaining
3. Give timer to next month's **Meeting Timer**

Timing Cues

Introductions	17-Seconds	Guests and members
Presenter & Roundtable	35 minutes	Cue at 5 minutes – <i>Show 5 fingers</i> Cue again at 1 minute – <i>Show 1 finger</i>
Member Presenters:	3 minutes	Cue at 50 seconds
	5 minutes	Cue at 1 minute
	10 minutes	Cue at 3 minutes & at 1 minute
	15 minutes	Cue at 3 minutes & at 1 minute

Tips for the Successful Timer

Familiarize yourself with the **Timer** and **Meeting Format** prior to start of meeting. Announce to each presenter at what point you will be cuing them i.e. 3 minutes and 1 minute

Time is our non-renewable resource, let's use it wisely!