FREE WORKBOOK

7 exercises to find your voice

ONE VOICE. ONE VISION. ONE IMPACT.

Public speaking does not require perfection. It requires a purpose, a structure and practice. This short workbook gives you seven hands-on exercises inspired by MILEONE Leadership Academy.

HOW TO USE THIS WORKBOOK

Allow 10–20 minutes per exercise. Write your answers, practise aloud and observe your progress. The aim is not to impress people, but to communicate clearly and serve.

1. Find your reason to speak

Write down the change you want one person to experience after hearing you speak. Complete the sentence: “By the end, my audience will understand…”

My purpose in one sentence: _____

2. Understand your audience

Think of a real person you want to help. What are their questions, concerns and expectations? Build your message around their needs rather than only your expertise.

My audience needs to understand: _____

3. Structure your message

Write an opening that gets attention, a central idea supported by an example, and a conclusion with one clear action. Practise using a topic you know well.

Opening / main idea / call to action: _____

4. Work with your nerves

For two minutes, breathe calmly, exhaling slightly longer than you inhale, while keeping both feet grounded. Then say your opening sentence ten times, prioritising clarity over perfection.

Anxiety before (0–10): ____ After: ____

5. Train your voice

Read five sentences out loud. Change your pace, pauses and emphasis. Record yourself and listen again with both kindness and precision.

My vocal strength: _____ One improvement: _____

6. Speak for ninety seconds

Record a 90-second video with one question, one idea, one example and one invitation. Watch it once and identify three behaviours you can improve.

Three priorities: 1. _____ 2. _____ 3. _____

7. Take your next speaking opportunity

Choose a real opportunity within the next seven days: a meeting, live session, interview, presentation or video. Prepare your message and ask someone you trust for specific feedback.

Date: _____ Audience: _____ Message: _____

YOUR 14-DAY ACTION PLAN

Week 1: Practise speaking for ten minutes a day. Record one 90-second video before the end of the week.

Week 2: Speak in three intentional situations; ask for feedback once and improve one observable behaviour with each attempt.

THREE COMMITMENTS

1. I will dare to: _____

2. I will practise: _____

3. I will measure: _____

Your voice is a tool for service. Your leadership grows through practice.