Introduce yourself in 60 seconds: a fill-in template

Four timed beats to fill in, then read aloud with a timer.



The introduction is not your biography. It sets up everything you say next, so the room knows why you are holding the microphone. Write four short beats, read them aloud, and cut until the whole thing fits.

1. Before you write

[Fill this in first. It keeps the introduction pitched at the room.]

Your name	
Your role, in one line	
Who you help, in one line	
Who will be listening	
Time you have for the introduction	

2. Four timed beats

[Write each beat as you would say it to one person across a table. Then read the whole thing aloud with a timer.]

Beat	Time	What it does	Your words
1. Name and promise	About 10 seconds	Your name, then one sentence on who you help and with what.	
2. Credibility	About 15 seconds	One or two facts that earn the next minute. Pick the most relevant.	
3. A short story	About 25 seconds	One specific moment: the situation, what you did, and what happened next.	

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4. Link to the room	About 10 seconds	One sentence that connects your story to what the audience cares about today.	
Whole introduction	**About 60 seconds**	Cut the credentials first if it runs long.	

3. Read it aloud

[Time each run on a stopwatch. Note what you cut each time.]

Run	Time	Over or under	What I cut
Standing up			
With your phone recording			
To someone who does not know your work			

4. If it runs long

[ ] Cut the credentials first. One credential that matters beats five that do not.

[ ] Start with your name, not an apology.

[ ] Drop any joke that needs a laugh to work.

[ ] Keep one short true story, with a specific moment in it.

5. Common mistakes

- Starting with an apology or a filler. Start with your name.
- Listing every job since school. One credential that matters beats five that do not.
- Relying on a joke. A short true story does the same job with less risk.
- Rehearsing only in your head. You only hear the problems out loud.

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