

# Take Ten Talks: How to Share Your Ideas in 10 Minutes or Less

Take Ten Talks are short, technology-free talks designed to share one idea, tell one story, or ask one question in 10 minutes or less. Chairs are set in a circle, allowing for a more intimate and interactive session. Here are some steps to follow when preparing a Take Ten Talk:

## 1. Define a key takeaway for the audience

What do you want them to learn, do, or feel after listening to your talk? It should be clear, concise, and actionable. For example, you could say: “By the end of this talk, you will have ideas for how to gamify your classroom and increase student engagement.”

## 2. Consider drafting your talk as a story

Use a simple structure of introduction, body, and conclusion. Start with a hook to capture the audience’s attention, such as a question, a statistic, a quote, or a personal anecdote. Then, explain your idea and why it matters, using examples, evidence, and emotions. Finally, summarize your main points, restate your key takeaway, and end with a call to action or a question to spark discussion.

## 3. Invite the audience to participate in your talk

You can ask questions, poll them, or have them do a quick activity related to your topic. If you do this, be prepared to improvise or adapt your talk based on how that activity goes. Sometimes activities and discussions can take longer than we expect, but all Take Ten Talks must stick to the 10-minute time frame.

## 4. Tailor your visual aids to your audience and your story

Since Take Ten Talks are technology-free, you can use handouts, props, or gestures to support your message. Make sure they are relevant, simple, and clear. Avoid clutter, text, and distractions. In our gamification example, you could use a game controller, dice, or a badge as props to illustrate your points.

## 5. Practice, practice, practice

Rehearse your talk out loud several times, preferably in front of a mirror, a friend, or a camera. Time yourself and make sure you don’t exceed 10 minutes. Pay attention to your voice, your body language, and your eye contact. Use pauses, variations, and emphasis to make your speech more engaging. Ask for feedback and adjust as needed.

## 6. Don’t worry about being perfect or memorizing every word

Be yourself and speak from the heart. Show your passion, your personality, and your humor. Be honest, humble, and authentic. Admit your mistakes, acknowledge your challenges, and share your lessons learned.

## 7. Have fun and enjoy the experience

Take Ten Talks are a great opportunity to share your ideas, connect with your audience, and learn from others.