

From the course 'Think on your feet'

Essentially it involves coming up with three points to talk about.... really really fast.

With signposting (tell them what you'll tell them, tell them, tell them what you told them), having three points is a good number to quickly convey a succinct and complete message.

There are six techniques for coming up with your three points.

The first three are informative, the second three are assertive.

The three informative techniques are:

1. Time
 1. Five years ago, three years ago, last year
 2. Tomorrow, the next day, the next day
 3. Last year, now, next year
 4. Now, soon, later
2. Geography
 1. APAC, EMEA, Americas
 2. Europe, UK&I, Americas
 3. South, North, Midlands or West
1. Triangle - more tricky, uses three viewpoints
 1. Mine, yours, a third party
 2. Forecasting, overbooking, rewards
 3. Colleague, Client, Support
 4. Galileo, Newton, Einstein

The three assertive techniques are:

1. Zoom lens
 1. 1:1, Small Group, Big Audience
 2. City, Country, Continent
 3. Company, Department, Individual
2. Pendulum
 1. One hand, the other hand, in the middle
 2. Too hot, too cold, just right
 3. None, All, Some
3. Benefits
 1. Golf clubs: Increased accuracy, hit straighter, higher score
 2. Skiing: Strengthens heart, sharpens reflexes, creates nerves of steel