

GOT NERVES?

HAVE YOU GOT A PRESENTATION COMING UP AND THE NERVES ARE STARTING TO BUBBLE UP?

FOLLOW THESE 10 STEPS AND KICK YOUR FEAR TO THE CURB!

1

PREPARE

Script it, outline it, or note-form it. Whatever it takes for you to be the expert in the topic.

2

SHIFT YOUR MINDSET

Change your mindset away from the nerves you feel, and towards the value that you can provide to the audience.

3

PRACTICE

A lot. Out loud. Get comfortable with the content.

4

RECORD YOURSELF

Record your practice on video or audio. Then watch or listen to it, and be your own coach in assessing what – if anything – needs improvement in your content or delivery.

5

BACKUP PLAN

Be prepared for anything that could go wrong (e.g. equipment failure, batteries run out, too much traffic, etc.), and make sure you're prepared for every possible scenario.

6

EXTRA COPIES

Bring an extra copy of your presentation on a USB key, email it to yourself or upload it to the cloud.

7

MAKE A LIST

Create a list of everything that you'll need for the day of your presentation well in advance, so that there will be no last-minute searches.

8

SHOW UP EARLY

Leave time to set up your equipment, prepare your handouts, and be ready to greet your audience as they arrive. Traffic, parking, construction, and too many other unpredictable events can delay your arrival to a presentation.

9

FREEZE!

Be prepared if you blank out and forget what you want to say in front of your audience. Bring one-page outline of your presentation with you. Leave it within reaching distance, and refer to it only if you need it.

10

CLOTHES AND SHOES

Choose your best outfit that makes you look and feel awesome. And consider bringing a pair of more comfortable shoes if the ones you're wearing start to hurt after standing up for too long. You can't present well if your feet hurt!

AFTER ALL THIS PREPARATION, YOU MAY STILL FEEL NERVOUS. THAT'S OK! DO THE SPEECH ANYWAY. YOU'LL ROCK IT.



A presentation skills specialist, executive speech coach and speaker, Suzannah works with business professionals who want to position themselves as leaders by delivering more engaging, compelling presentations, allowing them to step out in front of audiences with confidence, build their careers and businesses, and stand out as the leader that they are.

Can I support you or your team in creating more structured, engaging and compelling presentations that are delivered with confidence and authenticity?

Contact me and lets talk about it!

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