

Manage your

Presentation Anxiety

1. Know what you're talking about.
2. Prepare well in advance. It will lower your anxiety and give you more time to practice.
3. Think of your presentation simply as a well-organized and interesting *conversation* rather than a *performance*.
4. Visualize yourself delivering a successful presentation.
5. Practice. Practice. Practice.
 - Practice several times, but *don't memorize and recite*.
 - Practice discussing your topic *in your own words*.
 - Practice out loud and while standing up.
 - Time yourself.
 - Practice in front of a video camera.
6. Get plenty of sleep the night before.
7. Arrive early and chat with a few audience members beforehand. Smile. It will help you relax and feel more comfortable.
8. Mentally tell yourself, "*Relax. It's going to be fine. I know my topic, I've prepared well in advance and I don't have to be perfect.*"
9. Relax. Breathe deeply and slowly while waiting to begin and during the first few minutes after you start. Your initial nervousness will subside after the first minute or so.
10. Be yourself. Be genuine. Connect with your audience. Make eye contact with them and talk *with* them, not *at* them.
11. Focus your attention on your audience, not on yourself. Use any nervous energy to help you deliver a dynamic presentation.
12. Remember: It's not about *you*. It's about your *audience* and helping them understand your key take-away points.

