

MANAGING FEAR AND ANXIETY

Take-away points to develop an upcoming presentation or improve a current one

1. Fear and anxiety can help you prepare more and be an energetic speaker.

Benefits of stress:

- Increases energy level
- Makes you more alert
- Adds a little color to your cheeks
- Puts a sparkle in your eyes



2. Expect stress right before your presentation.

Tips to help before speaking:

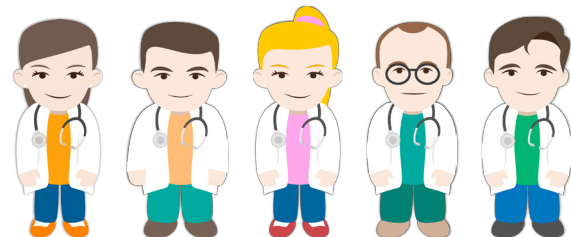
- Follow normal sleeping and eating routine.
- Visit room before speaking.
- Arrive early and check equipment.
- Mingle with audience.
- Think positive thoughts.



3. The best way to keep calm during your presentation is to put your focus on the audience and not on yourself.

Tips to help during your program:

- Walk confidently to stage.
- Intensify eye contact with audience.
- Be 100% present in the moment.
- Focus on positive thoughts.
- Move or shift weight if your legs are trembling.
- Plan ahead for opportunities to change the dynamics.



Notes: