

## PROTECT, PROJECT AND PRESENT!

### Presentation Quick Tips

- Over prepare; have more content than needed.
- Tape record or videotape your rehearsals.
- Rehearse in front of a mirror.
- Create an outline with trigger words.
- Pantomime – to encourage energy.
- Hold heavy books to refrain hand/arm use.

### Week Before:

- Rehearse presentation – in different areas.
- Visualize successful presentation.
- Make a mind map or game – to help you remember your key points – part map/picture/game
- Visit the location – if possible. Pick out the spot to stand – move around.
- Create flipcharts, photocopy handouts, and other supplemental materials.

### Night Before:

- Have a quiet evening.
- Tape intro and conclusion, then listen to it; helps reinforce the two most important parts of the presentation.
- Do not make any major changes.
- Get organized.
- Go to bed at reasonable time.

### Day Of:

- Smile/laugh first thing in the morning
- If exerciser, do it early to get blood pumping and release extra energy.
- Get to room 1 ½ hours early – ck logistics, lights, mics, slides, etc.
- WARM UP – even if just shrug shoulders to release tension, shake your hands – feel energy in hands to distract other stress points, or wiggle toes in your shoes.
- Relax, visualize, get to know the audience – eye contact.
- First 90 seconds you'll be assessed. Make them count – then move on...

