***DEALING WITH ANXIETY***

1. ***Know your material***

* Make notes that are easy to use.
* Organize materials -- handouts, props, etc. -
* Practice… Practice… Practice!

1. ***Know your audience***

* Use your Audience Analysis
* Observe your audience to see who is there, and how they are responding
* Where do you fit in the agenda? What is the impact?

1. ***Take care of yourself.***

* Know what happens when you get nervous
* Know what calms YOU down.
* Dress comfortably and appropriately
* Envision success

1. ***Get familiar with the space.***

* Visit the room in which you will be presenting ahead of time.
* Tend to equipment details -- remember Murphy lives!
* Communicate your needs to your resources

- Your sponsor, hotel, administrator, meeting planner, AV specialist, etc.

* Any time you don't have complete control of the space and the equipment, get the name of your resource. Meet them beforehand. Learn their name.
* Assumptions are dangerous
* Arrive early -- an hour prior to your presentation is a good recommendation
* Familiarize yourself with the equipment, light switches, blower fans, etc.

***DEALING WITH ANXIETY (continued)***

1. ***Use techniques to manage physical effects of anxiety before and during your presentation***

* Movement
* Breathing -- before you begin, take several deep breaths. Oxygen is good!
* "Dry mouth"
* A piece of hard candy before you begin is a good idea
* Have a bottle of water handy
* Avoid coffee
* Isometric exercises

1. ***Make Contact***

* Find an ally.
* Find the friendliest looking faces in the audience and look at them as you begin
* Make eye contact
* Focus on individuals; focus then on small groups
* In large audiences, focus on segments of the audience

***7. Remember everyone makes mistakes***

* Mistakes are rarely fatal
* If you make a non-crucial mistake, do not apologize -- just continue
* If you make a crucial mistake, simply correct it. Continue.
* If you forget something or lose your place, do not panic. Pause, breathe, look around the room… and then consult your notes
* Being flawless is highly unlikely; being able to recover is something you can learn