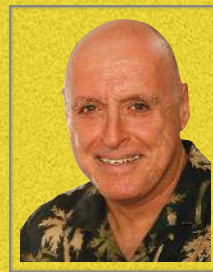


# THE EXTRA POINT

BY JERRY ROBERTS



## # 257 Turning Presentations From Fearful to Fearless

When it's time to give a presentation do you get a case of the nerves, complete with sweaty palms, butterflies in the stomach and the feeling that you'd rather be anywhere else, doing anything else? I'm Jerry Roberts and I've got seven tips to make it easier for you, today, on The Extra Point.

It's common for even highly experienced, top of the line speakers to get nervous before a presentation. I don't put myself in that category but I can tell you that I feel a little queasy just before getting up to speak and it's been that way since college. That said, there's a difference between nervousness and fear.

If I'm nervous it tells me that I'm building up to the starting point, that I'm getting ready. I know my stuff, I want to help people and, basically, let's get to it. It's the sitting and waiting that makes me nervous. When I stand up and get going, I'm fine.

Fear is different. Fear tells you you're not prepared. "I'm not prepared to deliver the talk, and not prepared to answer questions. I'll rely on my notes too much, the audience will feel I don't have a command of the subject. This will be a total disaster." All this can race through your mind, leading to a mild or moderate panic attack — and it takes just seconds to get there. So what can you do? Seven tips, here we go.

1. Know your stuff cold. What I mean by that is that if somebody woke you up out of a deep sleep and asked you a question about your topic, you'd be able to answer it without notes.

2. Understand that people need what you know and that you know more about it than most people. Even if you're not an expert you know more than I do, so I'm interested in what you have to say. The audience wants you to do well so their time is well spent. Believe this...it's true.

3. Accept that you're uncomfortable. It's okay.

4. Practice. Go through your presentation a couple of times to see how it flows and if there are difficult spots to deal with. Practicing on video is best. Do you look natural or stiff? How will the audience perceive you? Here's a bonus tip, they won't know you're nervous if you don't act nervous. So don't.

5. At the event, if you're feeling nervous, get away for a few minutes before you start, and run through some light exercise. Running or walking in place, or stretching. If nobody can hear you, yell out something like, "I know what I know and I'm glad they're here!" All of this is just to handle the nerves. In addition, drink room temperature water, not ice water.

6. Don't eat before you speak. This is a personal preference. I rarely eat within an hour of doing a presentation, sometimes two or three hours. I find that my mind is more focused and my energy is higher.

7. Did I mention, know your stuff? Yep, I said it twice because it's that important.

Public speaking is a tremendous tool to help build reputation and influence others. Don't let fear keep you from taking advantage of it.

That's The Extra Point. Get out there and make something good happen today. For 93.3 and the Ray Gibson Show, I'm Jerry Roberts.

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