

Public Speaking 101 Worksheet / Tips

Use this worksheet to help you ensure you are focusing on the best public speaking opportunity ever!

- Prepare
 - Outline
 - Research
 - Write
 - Practice
- Break the Ice
 - Self Care Matters, Always, Duh
 - Get There Early
 - Get to Know Your Neighbor
 - Share it Back Out
 - Name Games
- Main Talking Points
 - Start with Why
 - Lead with Value & Spirit of Giving

- 3-5 Main Points
- Follow Presentation Best Practices...
- 10 slides, 20 minutes, 30 font
- Include images, video, stories
- Make it personal
- Supporting Documentation / Resources
- Closing
- Share the Love
- Tips for Flow
 - Eye Contact
 - Names
 - Questions & Interaction
 - Stories
 - Be Human
 - Respect Time