

# SPEAK WITH MOXIE

## PUBLIC SPEAKING & PRESENTATION SKILLS

*The Art & Science of Powerful Presentations*



**Workbook Edition**

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# M = MOVE YOUR MOUTH

The first letter of Moxie is “M” for “Move your mouth.”

Your voice is multi-talented. It can sound assertive, humorous, motivational, or even sympathetic. This is accomplished through pitch, tone, volume, pacing, and enunciation.

Many business presenters use a monotone, assuming it makes them sound authoritative. Alas, a flat delivery will simply bore your audience. Instead, use vocal variety to inspire, engage, and motivate your audience. Think of how you can energize your presentation and elevate it to the level of a performance. Whether you’re speaking in person or in front of the camera, you need to tap into a larger-than-life element with your voice in order to captivate audiences.

The most powerful vocal tool is an expressive voice. It’s always amazing to witness the transformation of clients who learn to implement the key elements of vocal delivery.

You don’t need to be an actor to do this.



Think of your voice when you're in a relaxed situation. You have an entire color palette of speaking tools to express passion, amazement, humor, seriousness, and every other human emotion. The key is to access this color palette during your presentation.

Your voice matters! In fact, your voice is how you get your message from inside of you...out.

Nothing happens in the world until someone gives it voice. Making deliberate choices with your voice will ensure that the messages you're sending are the ones you intend.

And, you don't have one voice, you have many. The sound of your voice varies many times throughout the day, whether you realize it or not.

Do you use the same voice at an intimate dinner as a sporting event?

With a prospective client and a baby?

Do you talk to your boss the same way you talk to you pets?

We all have so many colors to our voice that we can set free!



## **TIP #1: ENUNCIATE**

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Enunciating means speaking clearly. In our everyday lives, we often speak with small, lazy mouths...and that's OK. However, in presentations, there is a greater need to open your mouth wider and enunciate more.

Why?

To be understood and heard. To appear more professional and confident. And, studies show that on an unconscious level, audiences register us as having nothing to hide when we open our mouths.

Your speaking voice should be authentic to you. However, the difference is a louder, clearer, more animated, and confident voice than you use in your everyday life and interactions.

**Here are some tongue twisters to help you enunciate:**

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Unique New York

Red Leather / Yellow Leather

Rubber Baby Buggy Bumpers

She Sells Seashells Down By The Sea Shore

## TIP #2: PACE & POWER OF THE PAUSE

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Slowing down and taking pauses helps you appear more powerful and allows the audience time to process information. Trust silence and reflect, rather than jumping right in. As a speaker, it's incredibly important to overcome your fear of silence. When you pause, you may feel like you're relinquishing power, but in reality you're gaining power. Pausing shows the audience you're comfortable, you deserve to be there, and you respect the interaction.

**Try adding pauses to this Dr. Seuss poem for effect:**

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“Be who you are and say how you feel, because those  
who mind don't matter and those who matter don't mind.”



## TIP #3: EMPHASIS

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Tonality, if used strategically, will help the listener to focus on the most important parts of your message. It also lightens the processing load and helps the audience to understand what's most crucial in your words. This is why effective speakers emphasize the most important words in their speech.

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Try saying this sentence. Each time you say the sentence, emphasize the next word in the sentence. Repeat this until you have emphasized each word in the sentence. How does emphasis change the sentence?

**“I can’t tell you not to go.”**

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We all know how crucial it is to make a good, strong first impression. Tonality can help you establish yourself as a leader from the moment you meet somebody. By using emphasis, your tone can strengthen the message, rather than undermining the point you are trying to convey.

You may want to play around with two other important techniques in creating voices with vocal variety: volume and pitch.



This vocal warm up is intended to stretch and strengthen your speaking instrument (your voice) in preparation for powerful public speaking. You will need to employ this warm up immediately before a presentation. However, it is most effective when practiced every day.

Think of it as going to the gym for your mouth.

## **STRENGTHENING & STRETCHING EXERCISES**

- Say, “Lion, Mouse, Lion, Mouse”
- Shake and massage your jaw.
- Circle your lips in both directions.  
Think of holding a pencil in your lips and drawing on paper.
- Say, “Oo-Wee-Wee-Wah” (5x)
- Blow through your lips like a horse.  
Repeat with high and low sound.
- Massage your sinuses.
- Hum, focusing on the mask of your face.
- Crocodile Hum: This means to hum and then open your mouth wide, like a crocodile. Repeat while going up and down the vocal scale.

## KEY SOUNDS & SENTENCES

- Stir the muck (5x)
- Higher power (5x)
- Super illuminating
- Why, what, would you?
- The Duke's new tune
- Will you, William?
- Can't you, won't you, don't you, William?
- Did you, would you, could you, William?
- Mah, may, me, my, mo, moo  
Repeat with different consonant sounds like p, f, v, l, n, etc.
- The lips, the teeth, the tip of the tongue (5x and reverse order)
- Long song hand sand (5x)
- Remember the money (5x)
- Lee is telling Ann's answer
- Do good poetic laws foster drama
- Lilililililililila. Ninininininininina (5x)

**NOTES:**

# O = OXYGENATE

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## DIAPHRAGMATIC BREATHING (OR BELLY BREATHING)

Breathing exercises will effectively, simply, and quickly ease your anxiety of speaking in public. These exercises can release fear, lower stress levels, and even enhance your speaking voice. Anxiety can make you up-tight in more ways than one - it is literally what happens physically.

Under stress, we tighten our muscles and hold the tension we're feeling. That tension locks itself into our bodies. One of the first places tension manifests is in our breathing patterns. Anxiety makes us breathe more quickly and less deeply. This results in the body perceiving itself as being under threat, so your automatic survival mechanism, the fight-or-flight response, takes over.



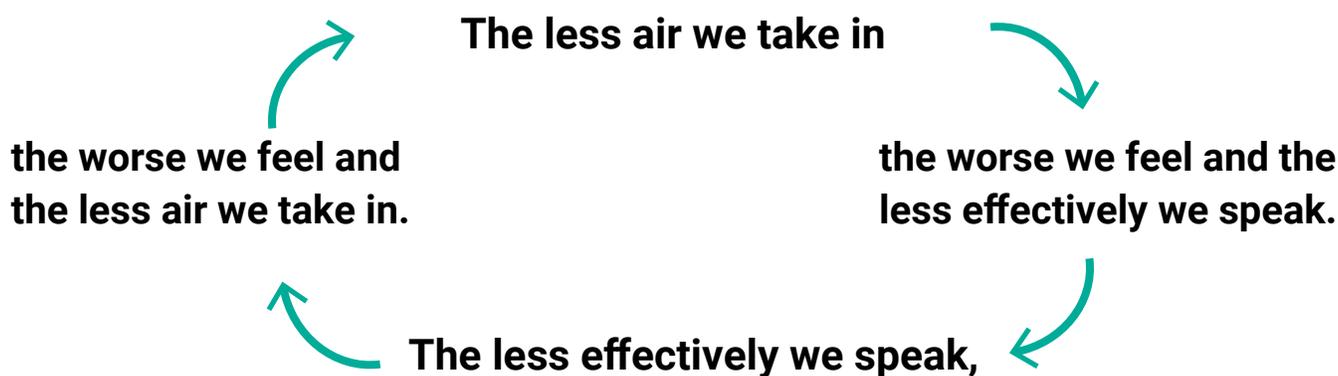
# THE PHYSIOLOGICAL EFFECTS OF ANXIETY

- Breathing off the tops of our lungs
- Less oxygen circulating in our system
- Panic attacks or hyperventilation

Holding your breath also results in a quivering voice and the loss of voice control, pitch, and tone. Shallow breathing restricts the fullness of sound and range your voice could potentially have. Your voice could sound squeezed or strained because you are talking from the top of your lungs.

Forcing your voice to override this restriction is not an answer, as it can cause damage ranging from reasonably mild inconveniences, like a sore throat, to serious problems requiring surgical intervention.

## THE VICIOUS CYCLE OF FEAR



Consistently being fearful, and therefore breathing shallowly, can become a vicious cycle. The only way to break the cycle is to learn and use good breathing habits.

## THE BENEFITS OF BREATH SUPPORT

The benefits of the following breathing exercises are both psychological and physical. Physiologically, you will be using all of your lung capacity, rather than just the top third, so you'll have more oxygen in your system. That causes you to feel better, cope better, and think more clearly.

### Diaphragmatic breathing is your speaking power tool.

The more oxygen that you take in, the more you are able to lower your heart rate. This, in turn, grounds and centers you when you speak. Diaphragmatic breathing has been used as a tool for relaxation for thousands of years in yoga and meditation.

An additional benefit is that you are strengthening your physical capacity to speak for a longer time, increasing your ability to deal with more complex patterns of language effectively, and creating a full reservoir of air for a powerful and resonant voice.

This powerful voice that commands a room comes from diaphragmatic breathing and is often referred to as “the voice of leadership.” With time and practice, you can eliminate negative vocal habits like breathiness, a quivering voice, speaking in your head register, and running out of breath at the end of your sentences.

Diaphragmatic breathing is used to improve vocal quality for actors, singers, and speakers. You can use this powerful technique to create your own unique and powerful voice.



# DIAPHRAGMATIC BREATHING EXERCISES

## BALLOON EXERCISE

Lie down on the ground.

Place your hand on your belly and find the place where it rises and falls.

Imagine a balloon inside your belly inflating and deflating with your breath.

Now, fill the balloon up with air and let out an audible breath.

Try breathing into your diaphragm again and let the breath out with sound.

One more time, and sustain the sound as long as you have breath.

Stand up slowly and place your hand on your diaphragm again.

Fill up your balloon and say the following sentences...

**“Hey. Hey you. Hey you over there.  
Hey you over there get off of my cloud.”**

Then, fill up your balloon again and try these sentences...

**“I feel too strong to war with mortals.  
Bring me giants.”**

When you say it, pretend to throw an imaginary ball at a wall. Each time you throw the ball at the wall, your breath support increases and your voice becomes more powerful. Remember to use proper breath support and volume.

## FOUR COUNT BREATHING EXERCISE

Take a deep breath through your nose and inhale for a **count of four**.

Hold the breath inside your body for a **count of four**.

Exhale through pursed lips for a **count of four**.

Repeat this exercise at a slow, steady rhythm for three times total.

Think about the rhythm of an oar going in and out of the water when paddling a canoe.

While breathing, note that your inhales and exhales should be audible.

## VOWEL SOUNDS EXERCISE

Lie on the floor or sit in a chair with uncrossed legs.

Use your out breath to hum quietly.

Use your out breath to sound each of the vowel sounds in turn.

Let each go without force, flowing smoothly from your relaxed throat.

Vocalize :

**A is going to become Ahh... as in "Are"**

**E is Eee... as in "Easy"**

**I is Iii... as in "Eye"**

**O is Oh... as in "Oh"**

**U is Uuu... as in "You"**

Use imagery by adding color. Imagine your inhale breath as a light, bright color washing through all the cells in your body from the top of your head to your toes. Imagine that your exhale breath is clearing away all the debris and negative energy.

## “OM” CHANT

**Chanting “Om” helps to bring peace and calmness to the body, mind, and spirit. It can also help you develop your voice.**

Sit comfortably in a seated position, hands resting on your lap.

Close the eyes and mouth, take a few breaths in and out, and relax the body.

When you are ready, inhale deeply through the nostrils.

As you exhale, open the mouth and chant out loud, “A-u-m--m--m”.

See if you can make the “m-m-m- m-m-m” longer than the “A-u.”  
Repeat this for 5 minutes.

Once finished, sit quietly for a few breaths.

Feel the vibrations and resonance of the chanting within and around you.

Imagine the in breath coming from deep within the earth.

Send it traveling through all your limbs and organs to the top of your head, carrying its life-giving and grounding forces with it.

Increase the intensity and volume as you go through the “aum” sound a second or third time.



NOTES:

# X = 'X'CITE YOUR AUDIENCE

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- ① **COMMAND THE SPACE**
  - ② **MOVE WITH CONVICTION**
  - ③ **FACIAL EXPRESSIONS & HAND GESTURES**
- 

Whether consciously or not, your non-verbal communication influences your audience. In fact, body language accounts for more than 50% of what people think of us. So, body language and how you use your body while presenting your ideas is just as important as what you say.

Exciting your audience is also called “The science of not being boring.” But it goes far beyond the spoken word. If it were just about the spoken word, you could send reports and documents. Effective presentations allow you to amplify the meaning of your words.

Humans are wired for face-to-face communication, which has been fine-tuned for millions of years of evolution-- and that's what makes it so effective and so powerful. The responsibility to light the fire in your audience is up to you, the presenter.

So...how do you “X”cite your audience? Believe it or not, you'll be using the same techniques that actors use. You can bring show business to your business through body language. We've rounded up three methods you can use for non-verbal communication that will add excitement to your talk.

# COMMAND THE SPACE

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The first method for confident non-verbal communication is to command the space. When people get nervous, they usually hunch and shrink their bodies. This is the opposite of what you want to do when presenting! However big or small the space, use it.

When you utilize the entire space and move around it, you can feel the excitement of audience.

- In order to do this, stand front and center.  
You're important and you have a strong idea to share!
- Come out from behind the barriers.
- Don't hide behind the podium or any furniture.
- Use a remote so you can't hide behind your laptop.
- Face your audience, not the screen behind you.

When we let nerves get the best of us, we're not present in the moment and get hooked into a stream of worrisome thoughts in our minds:

**What if I fail? What if this doesn't go well? What will they think of me?**

Bringing awareness to your physical body can help. Notice the physical sensations happening, such as a racing heart, shallow breathing, tightening of the chest, sweat, a cracking voice.

Be aware of your body's cues and take a deep breath to regain some sense of the present. Notice your surroundings.

Anchor or touch something physical, such as a table or the slide advancer; or push your weight into your toes and feet.

Strike a power pose. Some research has shown that holding strong physical poses helps you feel grounded before a big talk.

Here's an exercise you can do before your speech to get present by returning to your body:

Shift your center of gravity.

Stand up and take a deep breath.

Imagine a heavy lead ball in your stomach.

Feel the weight of it. Feel the solidity of it.

Bring your focus here instead of to your head or chest.

**Try this for confident non-verbal communication:**

## **POWER POSE EXERCISE**

Stand with your weight balanced, tilt your head slightly down, and keep your hands open and welcoming, opening up your posture.

Start with your shoulders rounded, now bring your chest up and consciously open your chest area to the world. Don't wrench your shoulders back, just let them fall into place.

Stand with your feet shoulder width apart in a strong, well supported position that signals readiness, engagement, stability, and poise.

*Do you feel the difference?*

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**Subtle body language makes a huge difference!**

# MOVE WITH CONVICTION

If you want to be a truly dynamic speaker, you need to go one step further than power posing with physical expression. Power poses juice up your hormones and help you fake it until you become it. But effective speakers know that beyond the power poses, we use our bodies to elevate our messages.

Most speakers put little to no thought into where they should move. However, you can use your body and your space to engage with your audience if you simply consider where to move in the space.

## Here are some tips to move with conviction:

- Avoid standing in one place the whole time.
- Walk to different parts of the stage or room to engage with more people.
- Walk to an area of the room, stop and make a point, then move again.
- Find places to move to with purpose and conviction. Don't pace aimlessly back and forth- This is distracting and makes you look more nervous than confident.
- Beware of repetitive motion. On stage, people often deal with adrenaline by unconsciously swaying or shifting their weight from foot to foot. This is not good. Repetitive movements are distracting and set up a lullaby pattern in the audience's brain.
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- Think about how to use movement wisely. You can walk, but not pace. You can step forward and or back, but don't rock. Pacing and rocking are just as unappealing as swaying – they create that lull.
- Practice moving to make a new point. Try coming closer to the audience when the content of your talk calls for it.

## FACIAL EXPRESSIONS & HAND GESTURES

We all form impressions about a speaker that help determine how we interpret what the speaker is saying—and the impression we get about someone's trustworthiness is a critically important factor in effective communication. If an audience does not trust the presenter, or at least think that the speaker believes what he is saying, then it will be almost impossible for that speaker to get his or her message across.

Trust is established through congruence—that perfect alignment between what is being said and the body language that accompanies it. If a speaker's gestures are not in full agreement with the spoken words, the audience consciously or subconsciously perceives duplicity, uncertainty, or (at the very least) internal conflict.

Although people may not be aware they are doing so, audience members are also evaluating a leader's sincerity by the timing of his or her gestures: Authentic gestures begin split seconds before the words that accompany them. They will either precede the word or will coincide with the word, but will never come after the word. To use gestures effectively, you need to be aware of how those movements will most likely be perceived.



Here are some common hand gestures and the messages behind them:

## HIDDEN HANDS

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Hidden hands make you look less trustworthy. This is one of many nonverbal signals that are deeply ingrained in the human subconscious. Our ancestors made survival decisions based solely on bits of visual information they picked up from one another. In our prehistory, when someone approached with hands out of view, it was a clear signal of potential danger. Although today the threat of hidden hands is more symbolic than real, our psychological discomfort remains.

## STEEPLING GESTURES

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It is common to see a speaker using a steeping gesture (palms separated slightly, fingers of both hands spread and finger tips touching) when feeling confident or comfortable about a Subject she knows well. Politicians, executives, professors, and attorneys are very fond of using these gestures when they speak.

## HAND GESTURES OF ENTHUSIASM

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There is an interesting equation between hand and arm movement and energy. If a leader wants to project more enthusiasm and drive, she could do so by increased gesturing. On the other hand, over-gesturing (especially when hands are raised above the shoulders) can make her appear erratic, less believable and less powerful.

## HAND GESTURES OF COMPOSURE

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Arms held at waist height, and gestures within that horizontal plane, help you—and the audience—feel centered and composed. Arms at waist and bent to a 45-degree angle (accompanied by a stance about shoulder-width wide) is also the posture we advise leaders to assume between gestures. It helps keep them grounded, energized, and focused.

# EYE CONTACT

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Make eye contact with your audience. The eyes are the window to your soul, so look at your audience.

Eye contact makes your audience feel important, engaged, & connected to you!

We've all seen presentations where the speaker doesn't look up from his or her PowerPoint to connect with us. Avoid this by looking at the audience, not your presentation screen. This may take practice to feel comfortable. You may choose, at times, to look at specific people in the audience and, at other times, to let your eyes sweep across the whole crowd.

One of the biggest mistakes people make when giving presentations is that they read from their slides. This transforms you from an expert to a mere reader of notes.

Try this tip to help you be more "eye bold":

## TOUCH, TURN AND TALK METHOD

Touch the first point on the slide, turn to your audience and talk to them about the content.

There is no reason to look at the slides while speaking.

Always end your last word on a set of eyes before turning back to your slides.

This keeps your audience connected to you as you turn away.

NOTES:

# I = IT FACTOR

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It's ok to be nervous before you present. There are many factors you can't control when you're giving a talk and that's scary. But, in the days and hours before you present, you can do many things to prepare and control the controllables. When you know your talk and are confident because you've rehearsed, you have the "It Factor."

**Rehearsal is what makes you stand apart from all the other presentations and gives you the "It Factor."**

"Winging it" never works.

The more you practice, the easier it will get  
and the more confidence you will have.

A speech can seem casual and off the cuff...with good preparation.



# WHY REHEARSE?

Discipline in rehearsal, for actors and public speakers, is essential for a quality production. Give yourself an opportunity to safely make mistakes and correct them before an audience sees them.

You're minimizing your body's fight or flight response by knowing what comes next. When you present, it isn't the first time you've given the talk, it's the 5th or 6th time.

## HOW TO REHEARSE

- Spend equal amounts of time practicing on your feet as you spend writing the speech.
- **A general rule of thumb for the ideal amount of rehearsals:**
- Rehearse 5 to 7 times.
- Rehearse aloud. Practice enunciating, projecting, using vocal variety, movement, and hearing the sound of your own voice.
- Become familiar with the space and the technology you will be using.
- Rehearse with feedback from yourself and others.  
Set up a phone and record yourself.  
Ask a trusted advisor, friend, or colleague to give feedback on your presentation.  
  
Ask them: **"What worked and what should I change?"**

# REHEARSAL STRATEGY

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Layering your rehearsals is important to ensure success. Consider working backwards from the date of your speaking engagement to schedule rehearsals. The most effective rehearsal strategy is a layered strategy. This means, you will practice the talk and approach the talk differently with each rehearsal.

Here is an example of a layered rehearsal strategy:

## **Rehearsal Phase #1: Editing On Your Feet**

Read your talk aloud and edit. Make any final content changes that are required as a result of hearing it aloud.

## **Rehearsal Phase #2: Memorizing/Becoming Familiar With Your Talk**

Read your talk aloud over and over. You can hand the talk to someone else and have them test you to see if you know your content. Or, read your talk into a voice recorder and play it back, stopping and starting it to test if you know it. The goal of these rehearsals is to become extremely familiar with your content so that you are no longer reading from your notes. You should be familiar enough with the content after these rehearsals that you feel confident with it.

## **Rehearsal Phase #3: Voice And Speech Rehearsal**

Use the techniques discussed in M = Move Your Mouth (emphasis, cadence, pausing, volume, pitch, tone) to rehearse vocal techniques for your talk. Consider doing an audio recording and listening to your voice.

## **Rehearsal Phase #4: Non Verbal Communication Rehearsal**

Rehearse movement for your speech. Consider recording yourself without sound and just watching your body.

## **Rehearsal Phase #5: Dress Rehearsal**

Put all the elements together. Rehearse as close to the real deal as possible. Use technology if you will be using it in your talk.

## **Rehearsal Phase #6: Feedback**

Invite a trusted advisor (or a few) to watch your talk and give feedback. Also, set up a phone or video camera, record yourself, and watch it back for self feedback.

# REHEARSAL CHECKLIST

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## M = MOVE YOUR MOUTH

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- Enunciation
- Emphasis
- Pacing & Pausing
- Tone

## O = OXYGENATE

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- Volume/Projection
- Resonance
- Eliminate...
- Quivering Voice
- Breathy Voice
- Head Voice
- Soft Voice

## X = 'X'CITE YOUR AUDIENCE

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- Command The Space
- Move With Conviction
- Eye Contact
- Hand Gestures

## I = "IT" FACTOR

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- Speaker Is Extremely Familiar With Content
- Speaker Interacts Naturally Using Notes

## E = ENJOY THE EXPERIENCE

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- Speaker Appears Confident In Their Body Language
- Speaker Conveys Vocal Executive Presence
- Speaker Is Channeling Nervous Energy Into Usable Energy
- Speaker Is Present And Focused On The Audience

NOTES:

# E = ENJOY THE EXPERIENCE

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Here are some tips to help you overcome your body's natural "fight or flight" mode before and during a presentation. These tips help you to control your fear and ensure that you're doing everything in your power to prepare yourself to step on stage with confidence.

## OVERCOMING YOUR ANXIETY: PRE-PRESENTATION

- Rehearse!
- Know your message
- Visualize or meditate
- Warm up & quiet your mind
- Turn anxiety into energy by labeling
- Have a deep desire to talk about something

## MANAGING YOUR ANXIETY: DURING PRESENTATION

- Breathe & Focus
- Remind yourself how awesome you are  
(You are the subject matter expert)
- Don't judge yourself or think about "what they'll think"

# THE 5 BE'S OF FEAR-LESS PUBLIC SPEAKING

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We all want to be good public speakers. But for many of us, fear inevitably gets in the way. If you find that fear inevitably gets in the way of your ability to speak in public, we have some good news for you. You don't have to overcome your fear in order to be a good public speaker. It never goes away entirely. Instead, it's about having less fear – think of it as being fear-less.

## #1: BE PREPARED

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It sounds obvious, but the first step to quieting your fears is being prepared. This means knowing the material so well that you don't have to think about it. It also means making sure all the logistics are set well in advance. You want to be relaxed and focused, not scrambling to get the audio working. Checklists are helpful to make sure you have all the details covered. If possible, arrange to do a dry run with all the audio-visual equipment ahead of time.

Enlist your friends to help you rehearse your speech. They can help review your material, ask you tough follow-up questions, or act like an indifferent audience. Play out the toughest scenarios in advance, so you won't have any surprises when it's show time.

Rituals and routines can also help you get in the flow. You might listen to a favorite song just before you go on. Have a mantra that gets you in the right state of mind.

“Do the one thing you think you cannot do. Fail at it. Try again. Do better the second. The only people who never tumble are those who never mount the high wire. This your moment. Own it.”

- Oprah Winfrey

## #2: BE REAL

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Some fears are real; some are not. If you have 100 slides for a 30-minute talk, your fear of running out of time is quite real, and you need to cut some material. But the chance that someone will boo you in the middle of your talk is pretty slim

I have a trick to help me be realistic about my fears that I learned from Tim Ferris' TED Talk on fear setting. When I can't sleep before a big presentation, I draw three columns on a piece of paper. The first column has my fear. The second column has the worst thing that could happen if that fear came true. And the third column has the best thing that could happen if it came true.

For example, my fear might be stumbling onstage. The worst thing would be that someone films it, posts it to YouTube, and it goes viral. But the best thing might be that it shows my fans everyone is human and makes mistakes, and more people discover my latest album.

As human beings, we tend to catastrophize and see things in the extreme. Make sure you are being realistic about your fears. This helps turn down the noise of your fear

## #3: BE VULNERABLE & AUTHENTIC

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It's tempting to think that confidence means preventing anything from getting to us. But the truth is that our vulnerability can be our greatest strength. The way to connect with an audience is by being human. That means having flaws and making mistakes. It means allowing your audience to get to know you. You can't connect with them if you don't enable them to connect with you. They aren't there just for the information you have to convey. They are there to feel something and make new connections. The more connected you are to what you have to say, the more connected they will be, too. They will feel what you feel. You may want to share your story and why it has meaning here.

In workshops, I share the journey of how my career led me to my current thinking. Sometimes the best way to make something universal is to make it personal. Instead of mimicking great public speakers, be authentic.

## #4: BE PRESENT

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Just because you are physically onstage doesn't mean you're all there. Your audience follows what you are thinking and feeling even more than what you are saying and doing – which means you have to be fully present to make a real connection. Find the things that help you get present. This might mean doing something before you even get to the venue. Find a hot yoga class to clear out the mental fog and force yourself to be present. Or go for a run. Whatever it is that gets you out of your head and into your body.

When you are onstage, a quick way to get grounded is to feel your feet on the ground, take a breath, and find a friendly face in the audience to connect with – anything that gets you back in the present moment.

## #5: BE GENEROUS

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More than anything, the way to be fear-less is to be generous with what you have to give your audience. Surely, there's a reason you want to deliver this talk or give this performance that goes beyond just doing your job. There's a message you want your audience to walk away with – to bring back to their own jobs, teams, families, and communities. Maybe it's an insight, an inspiration, a direction, or an experience.

What is the gift you want to give?

How can you tap into your passion for giving it to others?

How generously are you able to share it?

How vulnerable will you be in the process?

Finally, it's easier to be fear-less together. Find people who help you feel that way – they are your fear-less squad. Help each other to be prepared, real, vulnerable, present, and generous. Bring out each other's gifts. We all have something to give; speaking is an opportunity to give it.

REMEMBER,

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**YOU GOT THIS!**

# HOW TO BE A FEAR-LESS SPEAKER

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## BEFORE THE PRESENTATION

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Quiet your mind. Stop the self critical internal chatter and think instead about something that calms you. Find a quiet, solitary place or take a short walk outside and listen to calming music.

## IMMEDIATELY BEFORE THE PRESENTATION

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Stretch arms up and breathe deeply to trigger relaxation response. Stage fright always hits harder right before you present so take a minute to breathe and stretch. The ability to breathe from our diaphragm puts more oxygen in our system, lowers heart rate, brings back frontal cortex and takes our body out of fight or flight mode so you feel better and think clearer.

## BREATHING EXERCISE

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Sit on a chair or floor and breathe deeply and hold it in. Then, take in one more gasp of air and fill your lungs even more-and let it out very slowly. Do this four times in a row. It always calms my body down in less than a minute.

Breathing like this initiates your body's relaxation response.

When your ever-vigilant sympathetic nervous system revs up the fight or flight responses—pouring the stress hormone cortisol and adrenaline into your Body—the vagus nerve tells your body to chill out by releasing relaxation inducing chemicals into your bloodstream. It's tendrils extend to many organs, acting like cables that send instructions to release enzymes and proteins like prolactin, vasopressin, and oxytocin, which calm you down. People with a stronger vagus response may be more likely to recover more quickly after stress, injury, or illness.

# CREATING A WARM UP RITUAL

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- Your body can change your thoughts and feelings. If you relax your body, your head will follow suit.
- Before your speech, shake out every limb of your body, wiggle, shake dance. Get your blood flowing and make it tingle. Stand up straight, shift weight back and forth onto heels and balls of feet. Find place where weight is evenly distributed, gently press toes on floor for sensation of forward momentum
- Use your body's nervous energy for good. Don't try to contain all your nervous energy. Let it move through you and energize you for your talk.
- Do isometrics while you're waiting backstage
- Shake your hands out. Find a private corner backstage to put on headphones and dance. You will walk onstage feeling like a rock star. And, if nothing else, always remember TED star Amy Cuddy and how to power pose.
- If your voice is soft or high: Inhale, Open mouth dentist wide and say "Ah" in a low tone, hold your belly as if you expect it to vibrate (it won't)
- Focus on your breath when you feel the adrenaline. What should you do if you feel the panic of nerves? Breeeeeathe! We're often not aware of how shallow our breath becomes when we're nervous or stressed.
- Take three or four conscious, evenly-paced, smooth inhalations and exhalations. Let the belly go and let the breath go all the way down into your abdomen. This can center your energy and focus your thoughts.
- Start drinking water 15 minutes before you start talking. If you tend to get dry mouth —that scratchy feeling where it's hard to swallow — start drinking water 15 minutes before you go onstage. Why? Because the microphone will pick up that sticky, clicky sound.

- Psych yourself up, not out. Negative self-talk can become a self-fulfilling prophecy. So don't stand backstage thinking, "What if I mess up?" Think more like an athlete before a big game, she says. Psych yourself up with phrases like, "I'm so excited!" "It'll be great!" "I can't wait to share this idea!" Basically, use whatever key phrase makes you feel happy. "Even just thinking the word 'YES!' over and over – feel how the thought enters your body and boosts your confidence
- Yawn
- Sinus massage
- Breathe correctly
- Vocal Warm-Up: Lion/Mouse, Blow thru lips, Oo-Wee-Wee-Wah

## **DURING THE PRESENTATION**

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- Ground yourself. Feel your feet gripping the floor and imagine you have roots that go deep into the earth. The earth gives you energy, stability and power.
- Stand with good posture (Power pose)
- Belly breathe
- Dive into your audience
- Imagine that your audience is a pool. Dive into their energy. Aim your energy outward and lose yourself in giving your message to the audience
- Take your time and trust silence
- Stay present by paying attention with all your senses
- Move!
- Help yourself stay in the moment and think clearly by deliberately moving and strong, clean gestures

# FEARLESS ME MEDITATION

## (FROM DEEPAK CHOPRA)

Some of the most spectacular sights are found in the roads less traveled. In fact, they may require preparation. They may require the clearing of a path both figuratively and literally. For some of the most pristine views, considered heaven on earth, require the trusted support of a wise guide to lead the way.

### *What motivates some to take such challenges?*

Is the process of having an idea so intriguing that there is a willingness to do whatever it takes to make it happen?

Maybe it is the experience of an epic quest; a story to tell complete with view and victory. A memory so vivid, it lasts a lifetime. From vision to completion, this is a trek that reveals the very essence of strength and potential that lies within.

I invite you to consider taking the journey with me today. It is not the destiny you seek but actually your unique and inherent heaven on earth. Now is the time to open to the treasure that lies within your soul. Let's travel there together as we take a quest.

During our time together, let's consider our centering thought:

**“ I AM FREE ”**

Close your eyes and notice the natural in and out of your breath feeling the peaceful support of this natural rhythm. As you breathe in, you become present. As you release the breath, you gently let go of any tension.

Now let's begin...



**With your mind's eye, envision yourself at the base of a majestic mountain. As you look up, you see a magnificent peak resting peacefully just above the light and lofty clouds. A bit of snow sits on it and you spy waterfalls making their way down the mountainside.**

**As the snow melts, pouring into a crystal clear stream, the sky around the peak is a glorious display of colors. A full spectrum of inviting purple, pink, gold and deep orange. The sun is rising, delivering a grand procession of warmth and light and announcing the new day.**

**Rising into the sky, the colors intensify and make an exquisite symphony for the eyes. This is heaven on earth.**

**You feel yourself called to the peak as your inner guide gently challenges you to take the first step. You can see the delicious experience awaiting you at the top of the mountain and you feel an eagerness to get there, scanning the landscape for a clear path to take. As you survey your surroundings, you see overgrown vegetation, weeds and wild grass that have overtaken the trail. Just beneath the weeds, you see what looks to have been, at one time, a traveled path now abandoned.**

You gently pull the weeds and overgrown grass and, as you do, you see a paved path beneath leading toward the top of the mountain. You eagerly pull at the weeds to reveal the next step...and the next...one after another.

With every pulling of a weed, you become aware of a gentle voice coming from your inner being identifying the limiting, untidy and wild thoughts that have blocked your pathway to true freedom.

The voice is encouraging you to release them with each clearing of the path. As you continue to pull the vegetation from the ground, you identify a belief that no longer serves you and gently toss the weed to the side knowing it will regenerate itself into the fertile ground and one day resurface as a glorious flower.

Ahead, you notice a group of rather tall weeds whose presence might lead you to walk around them. You are guided to make your way through. You notice the largest one and are told to place your hands around it.



*From deep within, you hear a voice ask*

**“What is your greatest fear?”**

*You stop and listen.*

**“What is your greatest fear?”**

You feel the answer.

You know it well. And you know that it is time to gently let it go.

As you release this fear from within, the deeply held root gently loosens and is freed. Now, free to move forward, you continue to pull the remaining weeds one by one.

The path is clear and you make your way to the top of the mountain. At the peak, you have an immaculate, elevated view of the world.

From this view, you see unspoiled beauty, hope and possibility. You once again notice the snow, now beneath you, melting into cascading waterfalls and you consider the nourishment it will provide for humankind, plants and animals.

You recognize that from this clear, uplifted place, all living things down the stream are of benefit. You feel blessed in having discovered this place and in having discovered your true power.

You feel confident, assured and clear knowing that all things are possible. You know you are free. Free to be, do or have anything you want.

At this point, your inner-being starts to whisper...

*“You are free... You are free... You are free...”*

# FEAR SETTING

*What is the fear holding you back from achieving your true potential?*

## STEP 1: DEFINE THE RISK

Grab a piece of paper and turn it vertically. In the heading write down whatever risk you're considering. Then divide the page into three columns by drawing two lines equal distance from each other in the center of the page.

## STEP 2: DEFINE WORST-CASE SCENARIOS

In the first column write down, in bullet points, all of the worst-case scenarios that could possibly happen if you acted on what you're considering. Be sure to be specific! Write down as many negative outcomes imaginable—aim for volume.

## STEP 3: MINIMIZE THE RISK

In the second column write down, respectively, what you could do to minimize the possibility of each negative outcome written in the first column.

## STEP 4: PLAN FOR WORST-CASE SCENARIOS

In the third column write down all of the things that you could do to get back on track if each negative outcome happened.

DEFINE	PREVENT	REPAIR
<ul style="list-style-type: none"> <li>• What's the worst that could happen if you take action?</li> <li>• Get specific.</li> <li>• Define your worst nightmares</li> </ul>	<ul style="list-style-type: none"> <li>• What specific action could you take to reduce the likelihood of these situations happening?</li> <li>• Consider big and small actions.</li> </ul>	<ul style="list-style-type: none"> <li>• If this situation does happen, what would you need to do to get back to where you are or to get back on "the right track"?</li> </ul>

# BREATH WORK

**What is the biggest transformation to your state of mind when you incorporate diaphragmatic breathing?**

Tune into your breath and switch your breathing from your chest to your diaphragm by imagining there is a giant red balloon in your belly.

Let your breath resonate from this deep place in your body

Remember to breathe low and slow

Inhale with a loud audible breathe through your nostrils for a count of four

Hold for a count of four

Exhale with a loud audible breath through pursed lips for a count of four

Repeat the “inhale, hold, exhale” pattern three times

While doing this, make sure your breathing is slow and rhythmic not staccato. Think about rowers pushing their oars through water.

Inhale, hold, exhale.

Inhale, hold, exhale.

Inhale, hold, exhale.

**“Bravery is not the absence of fear. Bravery is feeling the fear, the doubt, the insecurity and deciding that something else is more important.”**

**- Mark Manson**

# PRE PRESENTATION WARM UP

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*How can you incorporate a warm up into your speaking routine to improve confidence and performance?*

Psych yourself up, not out. Use phrases like “I’m so excited!”, “I’ll be great!” or “Yes!”

Get present by returning to your body. Notice the physical sensations happening. Notice your surroundings.

Standing up straight, shift weight back and forth onto the heels and balls of your feet.

Ground yourself in something physical by anchoring or touching something around you.

Focus on your breath. Take four conscious, evenly-paced, smooth inhalations and exhalations like we learned to do earlier. Let the belly go. Breathe low and slow.

Get physical. Shake out every limb of your body, wiggle, dance, get your blood flowing and make it tingle. Do isometrics while waiting backstage or do the shakedown.

Strike a power pose. Throw your arms in the air in a V pose and repeat the phrase, “I feel too strong to war with mortals. Bring me giants!”

NOTES:

# WE WOULD LOVE YOUR FEEDBACK!

Scan the QR code below to take our super short, super fun  
(okay, maybe not super fun) survey. We promise it's under a minute!



To continue to elevate your professional skills and accelerate your career goals or to just learn more about our industry-leading training and services, you can visit our website, send us an email or give us a call!

We look forward to supporting your on journey!



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