Manage your

Presentation Anxiety

1. Know your topic thoroughly.

2. Don’t wait until the last minute. Preparing well in advance will actually lower your anxiety and give you more time to practice.

3. Don't think of your presentation as a performance. Instead, think of it as simply a well-organized and interesting conversation.

4. Visualize yourself delivering a successful presentation.

5. Practice! Practice! Practice!
   — Practice several times, but don’t memorize and recite.
   — Practice talking about your topic in your own words.
   — Practice out loud and while standing up. Time yourself.
   — Practice in front of a video camera.

6. Get plenty of sleep the night before.


8. Mentally say to yourself, “Calm down. I know my topic, I’ve prepared well in advance, and everything’s going to be fine.”

9. Relax. Breathe deeply and slowly while waiting to begin and during the first few minutes after you start. Your nervousness will subside after a minute or so.

10. Be yourself. Be genuine. Connect with your audience. Make eye contact with them and talk with them; don’t read to them.

11. Focus your attention on your audience, not on yourself. Use any nervousness as energy to help you deliver your presentation.

12. Remember: It’s not about you! It’s about your audience and helping them understand the information in your presentation.

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