

Fear of Public Speaking Checklist

Best of Motivation | Empowering Your Success

Conquer Your Stage Fright with These Practical Steps

Preparation Tips

- Choose a topic you're passionate about.
- Research thoroughly to build confidence.
- Organize your speech into clear sections (Introduction, Body, Conclusion).
- Practice aloud multiple times to get comfortable with the flow.
- Time your speech to ensure it fits within the allotted timeframe.

Build Confidence

- Record yourself practicing to identify areas for improvement.
- Practice in front of friends, family, or a mirror.
- Use positive affirmations to boost your mindset (e.g., "I am confident and prepared").
- Visualize a successful presentation.

Tackle Stage Fright

- Breathe deeply to calm nerves before speaking.
- Focus on the message, not the audience's reactions.
- Use gestures and body language to emphasize key points.
- Smile and make eye contact to build connection with your audience.

During the Speech

- Start with a strong opening (quote, story, or question).
- Speak slowly and clearly – pause for emphasis.
- Stay hydrated and have water nearby.
- Handle mistakes gracefully – keep going confidently.
- End with a clear and memorable conclusion.

Post-Speech Actions

- Reflect on your performance – what went well?
- Accept constructive feedback from trusted individuals.

- Celebrate your progress, no matter how small!
- Plan your next public speaking opportunity to keep improving.

Ready to take your next step?

Explore more public speaking tips at www.bestofmotivation.com.