ANALYZING YOUR CONCERNS

SELF

Statements which express doubts about _________________.

How many self concerns had you recorded?

TASK

_____ ___ prepare for, or how to make the presentation.

How many task concerns had you recorded?

IMPACT

The _________ you have.

Did you record any impact concerns?

Few people have any impact concerns at this point; most of the concerns will be on yourself—you are checking out how nervous you are. You may be asking yourself, “How nervous am I? How badly are my knees knocking, my breath shaking, my palms sweating?” and so on. All these negative messages have an adverse effect on you as a presenter!
BEFORE PRESENTATION SKILLS

RON BASSETT

NINE TRUTHS

1. You won’t have stage fright (SF) if you _________ what you are talking about.

2. You can control SF by deep _________ or imagining the audience _________.

3. You won’t have stage fright if you __________ a lot.

4. SF can be eliminated by looking over the _________ of listeners (or at the wall).

5. You won’t have SF if you will just _______ ________.

6. Everybody has it, even very successful ______________.

7. You don’t want to eliminate stage fright entirely, a little is _________.

8. To control SF just don’t _________ about it.

9. Learning the _______ - _________ of giving a speech will enable you to overcome SF.
NINE LIES

1. Your mind is a warehouse of memories. Your mind’s purpose is to ensure your ___________, psychological as well as physical.

2. Your mind meticulously records memories of __________ to survival.

3. Your mind recorded a memory of a “threat to survival” when:
   a) You had a bad speaking experience, probably as a child or _____.
   b) You saw _______ else have a bad experience.
   c) Someone told you that speaking is frightening and you believed him/her.

4. Whenever the present situation resembles in any way the situation in which the painful memory was created, the past memory is _____________.

5. The painful memory then exerts total control over behavior in the present—emotions, breathing, heart rate, salivation, sweating, thinking, posture, facial expression—____________.

6. In the time between when you ________ speaking and the time of actual speech, your mind is __________ you into the state of high arousal known as stage fright.

7. So, the trigger is what’s happening in your mind just before you _______ - ______, move to the podium, and begin to speak.

8. That’s where the focus of change needs to be—the ____________. When you are behind the podium, it’s too late—the transition to stage fright has already been completed.

9. You cannot change the past. You can change your __________ of the past.
1. I am ______. My competence comes from my willingness to ______.

2. I can _________________ ________________ now.

3. I am ______________ I am willing to the new options presented in this course before I make a decision as to their value.

4. I can learn new _________________. If I have only one option, I am a ____________.

   The more options I have, the greater the chances are I can achieve my goal.

5. I can ______________ what I'm doing now. To get any outcome I need only:
   
   a. Know what I ____________.

   b. Act.

   c. Know what _________________ I'm getting.

   d. _________________what I'm doing until I get what I want.