



Presented by
[MyNAMS Insiders Club](#)



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Conquer Your Fear of Public Speaking

CHECKLIST

- I have decided that I need to add public speaking to my brand
- I am:
 - Shy and introverted
 - A little nervous
 - Really excited about it!
- I have decided to start speaking to people “live” by making my first Facebook Live videos
- I am going to expand my offline “comfort bubble” by:
 - Seeking out three new people at a party, church or other gathering and initiate conversation
 - Going to a local workshop and doing one or more of the following:
 - Ask the speaker a question
 - Volunteer for any activities that involve standing up, speaking aloud or going to the front (or to the stage)
 - Introduce myself to three new people after the presentation
- I am looking for other local opportunities to interact more readily with people I don’t know
- I am setting speaking, interaction and connection goals before I go out to public functions
- I am deliberately stepping out of my interaction comfort zone, a little at a time, every time

CONQUER YOUR FEAR OF PUBLIC SPEAKING: CHECKLIST

- I am putting myself in front of people and speaking regularly and often, so that I become desensitized to the novelty and diminish the fear
- I am making careful, professional preparations for my public speaking debut
- I have updated my website and added:
 - A Media section and/or Speaking section
 - One or more Speaker Pages for download (.PDF format)
 - A contact form or a link to my scheduling software for bookings
 - A sample webinar, video and/or podcast
 - Calls to action, letting people know how they can book me
 - Other_____
- As soon as I generate the following, I will also add to my Speaker section:
 - Past speaking events (links, descriptions and/or samples)
 - Upcoming speaking events (in a calendar or sidebar widget)
 - Social proof (testimonials)
 - Other_____
- I have studied the Media and Speakers sections (and pages) of other coaches who offer public speaking
- I have diligently practiced my upcoming speech, using aids such as:
 - A script
 - Cue cards
 - A prompter app
- I have practiced my speech in front of a real, live audience

CONQUER YOUR FEAR OF PUBLIC SPEAKING: CHECKLIST

- I am prepared for my first speaking engagement and I am committed to:
 - Checking out the venue ahead of time (if applicable or feasible)
 - Arriving early
 - Using a checklist
 - Preparing my outfit and making the most of my appearance
 - Other_____
- I understand that being shocked by or not liking the sound of my own recorded voice is actually a normal phenomenon that most people experience
- I have decided exactly how much vocal help or coaching I need:
 - Checking out video tips and exercises on YouTube (or other video platforms)
 - Taking an online public speaking course
 - Finding a vocal coach and working one on one
 - Reading a book
 - Other_____
- I am prepared for physiological changes when I step up to the microphone for the first time, and I understand that these uncomfortable feelings are also a normal body response
- I understand that changes such as pounding heart, shaking hands or dry mouth will disappear, once I get started and engage with my audience
- I understand that focusing on my topic and on helping my audience will also greatly help in minimizing fear symptoms
- I am re-framing my “fear” messages about these physiological changes as “excitement” or “energy”

CONQUER YOUR FEAR OF PUBLIC SPEAKING: CHECKLIST

- I have recorded and analyzed my speaking voice (what others will hear), asking myself questions such as:
 - Is my voice confident or quavering? Thin or strong? Weak or resonant?
 - Do I have a discernable accent? Do I hate the way I say certain sounds?
 - Am I projecting my voice properly?
 - Am I making explosive sounds on consonants like 's' and 'p' in the microphone?
 - Do I talk too slowly and put myself to sleep, or do I talk too fast?
 - Has my voice climbed higher out of nervousness? Does it sound squeaky?
 - Do I make annoying repetitive sounds such as 'ummm' or 'errr'? Do I have 'favorite words' that I keep repeating?
 - Other_____
- I am paying attention to flow, pacing, breathing patterns and pauses when I speak
- I have analyzed my fear to see if there is one area that affects me more than others—such as:
 - Fear of technological glitches
 - Fear of forgetting my speech
 - Fear of sounding amateurish
 - Fear of speaking live
 - Fear of my voice drying up
 - Fear of the unfamiliar
 - Other_____

CONQUER YOUR FEAR OF PUBLIC SPEAKING: CHECKLIST

- When speaking online or off, I am making sure I have adequate time to test my hardware, software and equipment
- If I need to, I will hire or otherwise engage a technologically-experienced assistant to help me with any technology I plan to use during my presentation
- I am making sure the space I will be speaking in is free of distractions such as open windows, pets, fans and so forth
- I am doing my best to eliminate unknown elements that might make me extra-nervous, the day of my speech
- I am allowing myself time, in offline speaking events, to gather my audience
- I understand that the success of the presentation is not 100% up to me, and that my audience also brings their own reactions to the table
- I realize I cannot control others; I can only control myself—and do my best
- I realize I can be adaptable to audience mood, experience level and need; and that I can throw in impromptu questions and interactions to ascertain their level in these areas
- I have developed a routine of slow, deep breathing, right before the start of every speech or presentation
- I have created a signature message
- I have shared it with a developmental or content editor—or other qualified coach or beta reader who understands public speaking
- I have begun the process of adding public speaking to my brand!

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