



Presented by  
[MyNAMS Insiders Club](#)



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# Conquer Your Fear of Public Speaking Online and Off

## WORKSHEET

Use this Worksheet to create and customize your best plan for overcoming your fear of public speaking and adding this lucrative method of sharing your knowledge to your income stream—and brand.

Steps to take	Actions
1. Determining whether or not public speaking is something you really want to add to your brand offerings—enough to overcome your fear of doing it.	<p>1. Decide where you need to start:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Expanding social interaction before taking up public speaking</li> <li><input type="checkbox"/> Jumping straight into offering services as a public speaker</li> </ul> <p>2. Decide where in public speaking you feel most comfortable (or most motivated to focus your attention):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Online speaking</li> <li><input type="checkbox"/> Offline speaking</li> <li><input type="checkbox"/> Both</li> </ul> <p>3. Decide what type of speaking you want to start with:</p> <p>ONLINE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Webinars</li> <li><input type="checkbox"/> Facebook Live streams</li> <li><input type="checkbox"/> Interviews</li> <li><input type="checkbox"/> Podcasts</li> <li><input type="checkbox"/> Presentations</li> </ul> <p>Teaching</p> <p>OFFLINE:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Local workshops</li> </ul>

- ☐ Small events
- ☐ Large events
- ☐ Corporations and companies
- ☐ Other\_\_\_\_\_

## CONQUER YOUR FEAR OF PUBLIC SPEAKING: WORKSHEET

Steps to take	Actions
2. Identify who you want to speak to (who can you help most effectively).	<ul style="list-style-type: none"><li>■ Write a quick Avatar description of your ideal audience member <div></div></li><li>■ What does she most urgently need help with? _____</li><li>■ What is her skill level with my topic/area of interest? _____</li><li>■ How can I help? _____ _____ _____</li><li>■ What can I speak on with passion and authority? _____</li><li>■ What do I find easy to talk about? _____</li><li>■ Am I fluent and knowledgeable, when talking about my pet topic?</li></ul>

## CONQUER YOUR FEAR OF PUBLIC SPEAKING: WORKSHEET

Steps to take	Actions
<ol style="list-style-type: none"><li>3. Analyze your voice.</li><li>4. Decide what you need help with/what you want to work on.</li></ol>	<ol style="list-style-type: none"><li>1. Record yourself giving a short speech or reading passages from a book.</li><li>2. Make notes of things that bother you about your voice, including:<ul style="list-style-type: none"><li><input type="checkbox"/> Bad habits</li><li><input type="checkbox"/> Words or sounds repeated too often</li><li><input type="checkbox"/> Voice control issues (tightness, weakness, etc.)</li><li><input type="checkbox"/> Strength</li><li><input type="checkbox"/> Projection</li><li><input type="checkbox"/> Breathing</li><li><input type="checkbox"/> Other _____</li></ul></li></ol>

Steps to take	Actions
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5. Decide how you want to learn public speaking, how much help you need... and what the best method is for you to achieve this is.
  6. Decide whether or not you want to invest in classes or a vocal coach.
1. Explore YouTube for tips on public speaking and voice control:
    - Zero in on and bookmark videos that deal with the issues you've identified as problem areas
  2. Explore online courses on public speaking such as those on Udemy.com:
    - Take one or two courses that appeal to you, to build your confidence
  3. Search for articles on public speaking and check out other experts and solutions.
  4. Make notes!

## CONQUER YOUR FEAR OF PUBLIC SPEAKING: WORKSHEET

Steps to take	Actions
7. Work on expanding your comfort zone with speaking and interacting publicly.	<ol style="list-style-type: none"><li>1. Seek out and speak to new people at public functions.</li><li>2. Set goals for increasing your interaction and setting a new comfort level.</li><li>3. Attend local business organizations and workshops. Network.</li><li>4. Consider joining a Toastmasters chapter and develop your public speaking further there.</li><li>5. Speak up at workshops<ul style="list-style-type: none"><li>■ Ask questions</li><li>■ Introduce yourself to people before and afterwards</li><li>■ Volunteer to help the presenter if called upon</li></ul></li></ol>

## CONQUER YOUR FEAR OF PUBLIC SPEAKING: WORKSHEET

Steps to take	Actions
<ol style="list-style-type: none"><li>8. Decide on either a new Speaker Section for your website, a Speaker Page only or a Speaker Page within your Media Section on your website.</li><li>9. Look for books on public speaking at your local library or on Amazon. Select at least one that appeals to you and read it.</li></ol>	<ul style="list-style-type: none"><li>■ Study samples on your competitors' or influencers' websites.</li></ul>

## CONQUER YOUR FEAR OF PUBLIC SPEAKING: WORKSHEET

Steps to take	Actions
<ol style="list-style-type: none"><li>10. Study speaker pages offered by fellow coaches and influencers in your field.</li><li>11. Check out Speaker Page templates. Decide whether or not you are going to use these.</li><li>12. Check out public speaking Apps that might be helpful.</li><li>13. Create a short signature message.</li><li>14. Practice it!</li></ol>	<ul style="list-style-type: none"><li>■ Make notes on what you particularly like about each page.</li><li>■ Make a list of elements you need to install on your website (e.g. booking calendar; widgets; contact form, etc.)</li><li>■ Make notes on what you could share on your speaker page (past engagements, videos, etc.)</li><li>■ Make notes of equipment you need for speaking engagements, online and off.</li></ul>

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