**The Planks Of Confidence**

Plank 1: content

Having something worthwhile to say

Build a great message with research, inquiry and insight

Plank 2:Organization

Have an outline that is easy to follow for you and the audience

Offer clarity and sequence to audience

Plank 3: notes

Have your brief points written down as a security net

Avoid having too many not cards or too many words on your notecards

Notes are NOT your presentation, they are a guide to follow

Plank 4: friendliness

Have a warm and friendly attitude when speaking

Being likable is the key: your audience will forgive mistakes

Plank 5: impression

55% of what others think of you is determined before you ever open your mouth to speak

Do not do anything that would distract the audience from what is really important: your message

Plank 6: Dedication

Practice often, out loud

Practice movements, gestures, and body language

PLANK 7: empathy

You are not alone, others feel the same way you do

Take time to figure out how your audience is feeling

Establish common ground

PLANK 8: newness

Be original

Use a story (from your own life), quote, art, charts, etc.

Plank 9: conviction

Your audience will take you more seriously if you speak with feeling and passion

PLANK 10: enthusiasm

Get fired up and excited about what you are saying