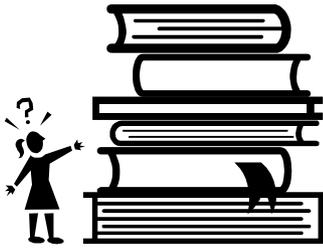


Create a Quick Presentation in 10 Easy Steps



Has your boss ever walked into your office and informed you that you were giving a formal, stand-up presentation... in less than one hour? If you're like many people, perhaps your first feeling was panic... followed immediately by anger at your boss... with more panic swooping in right behind. Before you knew it, 45 minutes had elapsed and you were no closer to having the presentation ready — but you were truly stressed out...

You already know that neither panic nor anger is a particularly helpful emotion at a time like this.

How would you like to have a strategy in your hip pocket to help you in just such situations? Well, here it is: Ten easy steps to making your next presentation — without panic, anger or fear.

Follow these steps as if you were on automatic pilot — don't "worry," just "do." If you're computer literate and have a computer handy, go directly to a PowerPoint (or similar software) slide and proceed as below, substituting the word "slide" for "paper."

1. Get 10 pieces of blank paper (yes, exactly 10) and place the first piece on your desk, in landscape orientation.

Write the topic or title of your presentation in the centre of the page. If you can't think of one, use whatever descriptors your boss just gave you. Add your name, the date, and the organisation in whatever locations are typical of your business or organisation.

2. Take the second piece of paper, also in landscape orientation.

Copy the title from page 1 and place it at the top of this page. Write down six (6) things that you know about this topic, that would interest your audience, and that you could discuss during your presentation — list them in a column of bullets directly beneath the title of this page. Make sure each bullet expresses one and only one idea. (If you can't think of six right now, just put the bullets down and continue the process the rest will come.)

3. Take the third piece of paper, in landscape orientation.

Write the first bullet item from page 2 at the top of page 3 — this is now the title for your third page. Write down six (6) items, in bullet form, that you know about this topic and that you would feel comfortable discussing. (If you can't think of six right now, just put the bullets down and continue the process.)

4. Take the fourth piece of paper, in landscape orientation.

Write the second bullet item from page 2 at the top of page 4 — this is now the title for your fourth page. Write down six (6) items, in bullet form, that you know about this topic and that you would feel comfortable discussing. (If you can't think of six right now, just put the bullets down and trust the process.) PS: If you're really stretched for time, give the finished pages to your secretary or admin assistant and continue working.

5. Take the fifth piece of paper, in landscape orientation.

Write the third bullet item from page 2 at the top of page 5 — this is now the title for your fifth page. Write down six (6) things that you know about this topic, and that you could discuss during your presentation — list them in a column of bullets directly beneath the title of this page. (If you can't think of six right now, just put the bullets down and keep trusting the process.)

6. Take the sixth piece of paper, in landscape orientation.

Write the fourth bullet item from page 2 at the top of page 6 — this is now the title for your sixth page. Write down six (6) things that you know about this topic, and that you could discuss during your presentation — list them in a column of bullets directly beneath the title of this page. (If you can't think of six right now, just put the bullets down and continue the process.)

7. Take the seventh piece of paper, in landscape orientation.

Write the fifth bullet item from page 2 at the top of page 7 — this is now the title for your seventh page. Write down six (6) things that you know about this topic, and that you could discuss during your presentation — list them in a column of bullets directly beneath the title of this page. (If you can't think of six right now, just put the bullets down and continue the process.)

8. Take the eighth piece of paper, in landscape orientation.

Write the sixth bullet item from page 2 at the top of page 8 — this is now the title for your eighth page. Write down six (6) things that you know about this topic, and that you could discuss during your presentation — list them in a column of bullets directly beneath the title of this page. (If you can't think of six right now, just put the bullets down and keep trusting that your subconscious will fill in the empty spots.)

9. Take the ninth piece of paper, in landscape orientation.

Write the word "Summary" (or some other word that fits your presentation better such as "Recommendation" or maybe "Pros & Cons") at the top, forming the title for page 9. Review your previous pages and fill in any missing bullets. [If you can't find exactly six bullets for each page, don't worry — just try to have at least 3 and no more than 6.] Ask yourself the "So What?" question and then list six (6) bullets on this page fitting your title.

10. Take the tenth piece of paper, in landscape orientation.

Write the words "Next Steps" (or something similar that fits your presentation better). Tell your audience in — you guessed it — six bullets exactly what you want them to do and when you want them to do it.

Now — Congratulate yourself! You've done it! Give your draft copy to your secretary or admin support to make it look neat and pretty. Have your support person make the necessary copies while you relax for the 15 – 30 minutes remaining before your presentation begins.

