



PUBLIC SPEAKING TIPS AND TRICKS

Welcome to Public Speaking Tips and Tricks
Mental and Physical Techniques Journal
Overcoming fear of public speaking!



*"Face the fear. It's the only way to manage it."
~ Shonda Rhimes*

My Overcoming fear of public speaking journal
Name:

The techniques you will learn are good for loosening muscles, increasing blood flow, and helping you to feel more relaxed and focused. They are also good for alleviated negative thoughts that can block your ability to be a confident speaker.

In this workbook you will learn a few useful physical and mental exercises. You are encouraged to perform these exercises then journal your progress. This will help your relieve tension and reduce anxiety prior to a speech or presentation.

Do these exercises directly before giving your speech or before starting an interview. *Do them every time you have to do a speech or interview!*

Physical Preparation

Just before a speech or presentation you may feel very tense and anxious. This is common and it happens to the best of us. However, one way to relax and become focused is through mild physical and mental exercises.

1. **Deep Breathing.** Through the diaphragm or abdominal breathing is technique that contracts and expands a muscle just below the lungs known as the diaphragm to facilitate breathing.
To do this exercise: place your hand in the center of you diaphragm. Breath in through the nose, and breath out through the mouth. Do this at least 5 times (sometimes even longer) or continue until you feel yourself relaxing. Try to clear your thoughts while doing this exercise.

Now you try this exercise: How did you do? Record your progress here:

2. **Neck and Shoulder Rolls.** Both neck and shoulder rolls are exercises that help relieve upper body muscle tension and pressure. Stress is realized generally within the upper back and neck causing pain and discomfort. When these muscles are tense, it can make you feel stiff and agitated, especially when you are standing such as during a speech or presentation.

To do this exercise: rotate your head and shoulders and back and forth at least 10 times, until you feel your back and shoulders relax. Try to clear your thoughts while doing this exercise.

Now you try this exercise: How did you do? Record your progress here:

- 3. Stretches.** Stretching your arm muscles relieves the stiffness found within the commonly used arm muscles, such as biceps, triceps and many of the forearm muscles. These muscles are often heavily utilized during a speech or presentation and can play a major role in affecting your mood & comfort while speaking. Stretching these muscles can reduce arm fatigue, loosen you up and improve your body language range.

To do this exercise: stretch your arms directly in front of you and then above your head. Do this at least 5 times. Try to clear your thoughts while doing this exercise.

Now you try this exercise: How did you do? Record your progress here:

Mental Preparation

The brain is the most powerful organ in your body. It dictates your every move, thought and reaction. By properly harnessing this power through mental and psychological exercises, you can learn how to control and fine-tune your emotions. This is especially valuable during times of anxiety and stress, such as before a speech or presentation.

1. **Visualization.** Visualization according to medical definition is the formation of mental visual. Before giving your speech/interview imagine in yourself in calm setting. As an example, think about your happy place,(a beach, or a mountain). Picture the smell, sounds and feelings. Keep visualizing until you feel your anxiety and stress reduce. Now you try this exercise: How did you do? Record your progress here:

2. **Silence your Inner Critic.** You are your own biggest critic, and this inner critic can be responsible for the largest percentage of your stress and anxiety. Silencing your inner critic will improve your anxiety.
To do this exercise: Have a positive mindset. Think positive thoughts and eliminate negative thoughts. How? Write at least 5 positive affirmations/statements to yourself, either on an index card or your electronic device. (This must be authentic). For example, I have practiced, I have good research, I am knowledgeable and capable – I've got this! If none of these statements are true, go back and do the work and then come back and do the affirmations/statements! If negative thoughts come, open your mouth and speak your positive affirmations/statements – every time! Notice that when you speak, the thoughts will stop, everything! This can help distract you from negative thoughts such as the worries of an upcoming speech or presentation. It will also allow you to focus, help keep your confidence and reduce your anxieties and fears.

Now you try this exercise: 1. Put in the work. 2. Write your affirmations/statements. 3. How did you do? Record your progress here:

These are just a few simple physical and mental exercises to put you in a calm, relaxed, and focused state of mind before you deliver your speech or complete an interview. Do these simple exercises every time you have to do a speech or interview.

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