



Presentation Preparation Checklist

4 weeks to presentation audience first

- Review your presentation and identify areas where you can add **audience participation** (active, passive, story).
- Play First | Best | Last | Worst to **find stories** that will have the desired impact, shape them using S+A+R+M, and share them with others for feedback.
- Do a run-through of your presentation adding in the audience participation elements to determine flow.

3 weeks to presentation micro-chunking

- Continue **reshaping and resharing your stories**, adding in sticky story elements like dialog, colors, and/or numbers.
- Practice speaking to each slide, not reading or memorizing every word on the slide. **Use recall words** from the slide to remind you of your points and stories.
- Practice vocal variety** (loud, soft, pauses) and practice bringing "energy" into your presentation.

2 weeks to presentation macro-chunking

- Practice your opening, your close, your transitions from one slide to another, start stitching the presentation together from one slide to the next.
- Incorporate movement into your delivery. Move to different areas of the "stage" (don't pace), use arm/hand gestures, **make eye contact, and smile**.
- Film/Record yourself to **listen for filler words** (um, so, you know), and repetitive words (super, amazing, kind of), and to identify delivery improvements.

1 week to presentation complete run throughs

- Practice complete run-throughs and **get feedback** from peers, friends, or/family.
- Practice without the deck**. Recall as much as you can without prompts or with simple recall words for each slide.
- During the last 24 hours, **practice a little, step away, hydrate, fuel, and sleep**. For a detailed breakdown check out "[The Last 24 Hours](#)" blog.