Participating in meetings, providing feedback, and facilitating Q&A sessions can be very stressful! However, with the right mindset and proper practice, you can communicate in a confident and compelling manner.

**SPEAKING UP WITHOUT FREAKING OUT:** MANAGING YOUR ANXIETY

- Greet your anxiety – “This is me being nervous.”
- Reframe speaking as a conversation, not a performance.
- Be in the present and avoid focusing on future concerns.

**THINK FAST. TALK SMART.**

1. Dare to be dull.
   - Get out of your own way
2. Yes and...
   - Reframe as an opportunity
3. Don’t just do something...Stand there.
   - Slow down and listen
4. Structure sets you free.
   - Tell a story
5. Do what’s needed.
   - Be concise
“Plans are worthless, but planning is everything.”
- Dwight D. Eisenhower

**SPONTANEOUS SPEAKING STRUCTURES**

<table>
<thead>
<tr>
<th>Situation</th>
<th>Structure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q&amp;A</td>
<td>Answer question concisely&lt;br&gt;Detail the answer through an example&lt;br&gt;Describe the value of your answer to the asker</td>
</tr>
<tr>
<td>Introduction/Toast</td>
<td>What?&lt;br&gt;So what?&lt;br&gt;Now what?</td>
</tr>
<tr>
<td>Constructive Feedback</td>
<td>I like- I like – I need</td>
</tr>
<tr>
<td>Accepting Recognition</td>
<td>Thank your audience&lt;br&gt;Acknowledge the award/accomplishment&lt;br&gt;Kee the momentum going&lt;br&gt;EEnd with impact</td>
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<tr>
<td>Pitching/Persuasion</td>
<td>Problem (Opportunity)-Solution-Benefit</td>
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To learn more about confident and compelling communication, check out Matt’s book *Speaking Up without Freaking Out: 50 Techniques for Confident and Compelling Presenting* and visit BoldEcho.com and NoFreakingSpeaking.com.