MANAGING PERFORMANCE ANXIETY

BE WELL PREPARED:
• Design and prepare your oral presentation well in advance
• Make effective presentation notes.
• Don't plan to read your presentation (reading a presentation out loud is very dull)
• You can have the presentation notes in hand refer to them
• Practice often using your notes; over prepare
• Practice out loud (do not practice silently in your head)
• Know your introduction really well
• Check your equipment (computer, projector screen, flip chart, chalk, dry erase makers, etc.)
• Visualize problems that may occur (What if I forget to say something important in my talk?) and plan how to deal with them. (E.g. Say, "When I was talking about XXX, I forgot to mention that...")

USE RELAXATION TECHNIQUES:
• Tense and relax your hand muscles while waiting your turn
• Practice deep breathing while waiting
• Laugh; try to think of something funny
• Stretch and try to yawn
• Repeat a positive "mantra" or calming phrase to yourself

THINK POSITIVE THOUGHTS:
• You know more about this topic than the other students in your class
• The audience likes you and wants you to succeed
• A speech is not a performance but an act of communication; focus on the message
• No one will notice that you are nervous (they can't hear your heart beating!)
• It's normal to be nervous at the beginning of a speech; get through the first 30 seconds and you'll be fine

ROLE PLAY:
• You are a world famous expert speaking on your topic in a TedTalk
• You are a teacher giving a lecture
• You are only talking to your friends and know that you can impress them with your knowledge