

Nightingale
Conant

Michael Gelb

Your Presentations Journal



Important

To begin—Please save this workbook to your desktop or in another location.

How to Use This Interactive Workbook

How can you get the most out of this interactive workbook? Research has shown that the more ways you interact with learning material, the deeper your learning will be. Nightingale-Conant has created a cutting edge learning system that involves listening to the audio, reading the ideas in the workbook, and writing your ideas and thoughts down. In fact, this workbook is designed so that you can fill in your answers right inside this document, or take a sheet of paper and do the exercises at your desk. By the end, you'll have your own personal success system.

For each session, we recommend the following:

- Preview the section of the workbook that corresponds with the audio session, paying particular attention to the exercises.
- Listen to the audio session at least once.
- Complete the exercises right in this workbook.

Don't just listen to this program — devour it! Strategies don't work unless you use them. Test and use the strategies that make sense to you, consistently, over time — until they become habits. Listen to it more than once. Listen for the key ideas that you can use to impact your attitudes, actions, and results. True change takes focus and repetition.

Let's get started!

Your Presentations Journal

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Your Presentations Journal

Welcome to *Your Presentations Journal*. Designed as a companion to your *Speak with Power* audio program, it will help you clearly measure and prepare for a successful presentation!

Section one will help you prepare for your next presentation. It's composed of information-gathering procedures and special exercises that are designed to prepare you for your presentation. Remember to begin generating all presentation ideas with your own personal mind map, to be designed on the blank pages in the center of your journal.

Section two will help you record your own personal feedback, the feedback of others, as well as effectively accomplish your presentation objectives. It concludes with a helpful section which not only measures the strengths of your presentation, but also helps you find your weaknesses so you can continually improve with each new speaking opportunity!

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Your Presentations Journal

SECTION I: BEFORE THE PRESENTATION

PRESENTATION SPECS

Prior to your next presentation, you will need to begin your prep work. Take a moment to complete this spec sheet. You're on your way!

Presentation

Topic

Location

Date

Contact

Start Time

Finish Time



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ANTICIPATING AUDIENCE REACTIONS

A crucial part of being able to maintain control and capture your audience is thinking on your feet and handling any feedback you might receive during the course of your presentation. The two sections below are terrific preparation for attempting to anticipate and respond to any questions or objections in a composed, direct, and authoritative manner.

POTENTIAL AUDIENCE QUESTIONS

1. _____

2. _____

3. _____

4. _____

POTENTIAL AUDIENCE OBJECTIONS

1. _____

2. _____

3. _____

4. _____



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WARM-UP EXERCISES

Giving presentations can be an intense physical performance that requires you to be completely comfortable. Below are several exercises that are integral to the delivery of a successful presentation. Please refer to your *Speak with Power* audio program for detailed applications of each.

1. BODY

A) ALEXANDER TECHNIQUE/ BALANCED RESTING STATE

2. EYES

A) MIRROR/EMOTION EXERCISES

B) PRACTICE EYE CONTACT

3. VOICE

A) "HELLO"/EMOTION EXERCISE

B) EXPERIMENTING WITH VOLUME

4. JAW

A) RELEASING TENSION



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MIND MAP



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MIND MAP



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SETTING YOUR STAGE

An absolutely critical part of preparing for your presentation involves creating a brain-nourishing environment in which to present. Below are several considerations you must research and determine while setting your stage for success. Make sure you examine your space in advance and check off each item on the list. Also consider which elements you might wish to incorporate into your environment, like plants, flowers, or even music.

check off

1. LIGHTING _____

2. AIR QUALITY/ TEMPERATURE _____

3. FURNITURE _____

4. MICROPHONE _____

5. AV EQUIPMENT _____

6. ACOUSTICS _____

7. MUSIC _____

8. PLANTS _____

9. FLOWERS _____

10. MISCELLANEOUS _____



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YOUR FEEDBACK

Now you get a chance to be honest about your performance. Rate yourself on a scale of 1 to 10, with 10 being the highest. Remember, the purpose here is continuous Improvement, so be realistic with your ratings!

YOUR RATING IS

1. OBJECTIVES ACCOMPLISHED
2. POSTURE
3. GESTURE
4. MOVEMENT
5. VOICE
6. EYE CONTACT
7. OVERALL BODY LANGUAGE
8. USE OF AUDIO VISUALS



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FEEDBACK FROM ATTENDEES

This is probably the most exciting and difficult of all sections in *Your Presentations Journal*. Hopefully you can get feedback from at least one person in the audience or maybe someone who has seen your presentation. Give them a score card similar to your own, and record their responses. Do they correspond with your own evaluation?

YOUR RATING IS

1. OBJECTIVES ACCOMPLISHED
2. POSTURE
3. GESTURE
4. MOVEMENT
5. VOICE
6. EYE CONTACT
7. OVERALL BODY LANGUAGE
8. USE OF AUDIO VISUALS



Your Presentations Journal

Add These Inspiring Nightingale-Conant Titles to Your Skill-Building Library

Mind Mapping:

How to Liberate Your Natural Genius

By Michael Gelb

10400CD

The 5 Disciplines of Powerful People:

How to Keep the Promises You Make to Yourself

By John Powers

22230CD

Lessons from the Richest Man Who Ever Lived:

*Incomparable Insights and Breakthrough Strategies for Success,
Happiness and Wealth*

By Steven Scott

23201CD

Putting Your Creative Genius to Work:

How to Sharpen and Intensify Your Mind Power

By Michael Gelb

14430CD

A View from the Top:

Moving from Success to Significance

By Zig Ziglar

22150CD

All available from Nightingale-Conant at **1-800-525-9000**

or visit our website at

www.nightingale.com