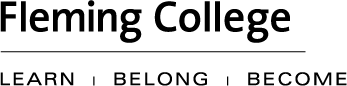
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**How to Manage Presentation Anxiety**

* **Prepare:** Being well prepared will help you feel more confident about your presentation
  + know your audience and your material
* **Recognize negative self-talk like*“I’m going to fail” or “I’m going to look stupid*” Challenge these unhelpful thoughts.**  Do you really have any evidence to support them? Try some positive self-talk instead, like *“I can do it”  or “I’m well prepared”*
* **Develop a “Relaxation Strategy” to use when you feel too anxious.**
  + For example, practice deep breathing. When we are anxious our bodies tend to release a surge of adrenalin which, in turn, causes you to breathe shallowly. By focusing on your breathing and taking full, deep breaths, your brain will get the oxygen it needs and the slower pace will trick your body into believing you are calmer.
* **Practice.** The better you know your presentation, the more confident you’ll feel. Practicing in front of a mirror or a webcam is best because you can see how you’re doing.
* **Focus on your Message.**You might tell someone climbing a ladder “don’t look down”. What you’re telling them is to focus on the task, not on their nervousness. The same advice applies to presentations. As you present, focus on your content instead of concentrating on yourself.
* **Look confident even if you don’t feel that way.** Smile and keep breathing, look at people’s foreheads not their eyes, and stand naturally. If you tend to fidget or feel shaky when you present, move around while you speak. This can help burn off some of your nervous energy.
* **Use humour when appropriate.** Starting off with a humorous anecdote can help you and your audience to relax.