Self Coaching Worksheet: Delivery

**Composure:** Being versed in a few specific behaviors will help you look natural and feel more comfortable

**Posture**
- Use an **engaged default posture** to look and feel relaxed and confident
  - Open body to audience
  - Balance weight
  - Relax knees, arms and hands

**Pausing**
- Use **pauses** to stay in control and focus audience attention
  - Gather thoughts
  - Breathe
  - Eliminate clutter words

**Eye Contact**
- **Look** at your audience so that you’re talking **to** them not **at** them
  - Talk only to individuals
  - Give one thought per person
  - Make random connections

**Energy:** Nervous energy can be converted to audience-focused energy with a little work.

**Movement**
- Use available space to **engage and involve** your audience
  - Walk with purpose
  - Feet follow eyes
  - Look > Move > Plant

**Gesture**
- **Natural gestures** can describe and emphasize your points
  - Use entire arm
  - Rest arms at sides
  - Avoid handclasps & fidgeting
  - DO NOT PLAY WITH HAIR

**Voice and Face**
- **Voice and facial expressions** can show importance, urgency and emotion
  - Vary vocal volume, speed & pitch
  - Project to entire audience
  - Animate face > smile!

**Notes:**

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