

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
- Made 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:
