

## **Steps to Take Control of Nervousness**

1. Be Thoroughly Prepared
2. Think Positive about Yourself
3. Use the Power of Visualization
4. Know that Nervousness is not Visible to Audience
5. Don't Expect Perfection
6. Realize that People Want You to Succeed

## **Specific Techniques to Deal with Nervousness**

1. Know the room.
2. Be at your physical and mental best when speaking.
3. Quietly tighten and relax hand or leg muscles while waiting to speak.
4. Take a few slow deep breaths before starting to speak.
5. Work especially hard on your introduction.
6. Make eye contact with people in the audience.
7. Concentrate on communicating with the audience rather than concentrating on your nervousness.
8. Use visual aids to help occupy the attention of the audience.