1000 Watt Presenting

How to Prepare, Practice and Perform Like a Pro By Alexa Fischer

Squash overwhelm. Kick procrastination to the curb. Never risk winging it again. Yes, you can nail your next presentation by wowing your audience with effortless ease. When you take the time to prepare, with the right tools, you will rock your next talk. I can show you how.

Having a fabulous presentation is about understanding your audience, creating engaging content, and polishing your delivery so you can release your inhibitions and allow your incredible energy to shine.

And best of all, when you become a confident, charismatic speaker, you influence others.

In this course, I outline everything you need to get prepared once and for all.

Together, you will learn:

- success strategies to map out your schedule so you stay on track
- tools to overcome self doubt so you can build your confidence
- strategies to create your content
- skills to become a great storyteller
- tricks to remember what you want to stay instead of reading from a boring script
- performance techniques to help you stay grounded and calm
- dynamic body language and vocal skills to radiate confidence
- methods to connect with your audience right from the start

When you are prepared, you give yourself the freedom to enjoy the moment. When you are connected to your love of the subject matter, you radiate great energy. When you speak with confidence and ease, your audience feels it. They appreciate it. And they remember you.

It's time to unlock your light so you can share your message brilliantly.



Hi. I'm Alexa. (And that's my dog, Eddie)

I'm all about unlocking that light you've *already* got inside you. As an expert in the areas of manifesting personal power and mastering interpersonal connection, my work helps people tap into, and light up their utmost potential.

I empower people with the skills to speak up and confidently share their voice with the world. Through my work, you'll learn how to uncover and pursue *your* life's richest purpose, connect with others effortlessly, and even ignite those around you.

I help you plug into your greatest untapped resource ... your own light ... to turn wishes, intentions, and even buried dreams into a tangible reality.

I've been fortunate to appear on The Today Show and have spoken from the stage at some of the biggest companies in the world. As a best-selling Udemy instructor, I've helped thousands of people become better, brighter communicators.

Curious to learn more? Come join my community over at www.alexafischer.com. Each week I share inspiring, action-oriented videos to help you unlock your light.

Let's dive in!

Part One

Let's Get Started: How to Set Yourself Up for Success

The Essential Checklist for Getting Organized from the Start

Before your event, get as much information as possible. Why? So you can be prepared for everything and totally confident about what is expected of you. Last minute curve balls are no fun. Stop procrastinating. Get organized! Pull out your calendar and start setting goals from here to there. Start by gathering all the facts.

☐ When is the presentation?
☐ Event details:
☐ Where it is being held?
☐ How many people will be there?
☐ Will I be on a stage?
☐ Will there be a podium?
☐ How will the audience be arranged?
☐ How big is the room?
☐ Do I need to have a slide deck?
☐ What format is the slide deck?
☐ When is the slide deck due?
☐ Who do I deliver the slide deck to?
☐ Length of the presentation:
☐ Will there be a Q + A at the end?
☐ Do you need to prepare an introduction for yourself?
☐ Who will be in the audience?
☐ What's the purpose of the event / conference?
☐ Who needs to be involved in creating your talk?

The Secret Behind the Best Presentations

Right now you are thinking about YOU... Your nerves and fear of being judged, but this opportunity is all about *your audience*. What's in it for them? How can your presentation make an impact on *their* lives?

No need to freak out. Breathe. Map out what you need to do. Finish this course. Have fun. That's it. *I promise.*

So, how do you want to make your audience *feel* when they are watching you? When you really consider this one question, you naturally shift your focus away from yourself (and your self-consciousness) to *them*. You instantly become invested in *their* experience, instead of your experience on stage.

This shift in thought is a total game changer!

Why you Must Create Your WHY (And why that matters!)

You are being given a chance to be on stage in front of an eager audience. Isn't that terrific? So, take a moment and think about what you absolutely love about the information you are going to share. WHy do you do what you do? What do you LOVE about your work?

Now, turn your attention to your audience.... What do you want the audience to DISCOVER or LEARN? How do you want the audience to FEEL? What do you want the audience to DO after your talk is over? Try and simplify this idea to some key points that will be easy for your audience to remember.

Let's get you clear, shall we?

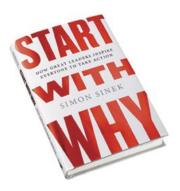
Please answer the following questions as thoroughly as possible.

What LIGHTS YOU UP about what you do for a living? (Please note: If you are rolling your eyes at this notion, perhaps working at a job that doesn't necessarily light you up, then consider the specific aspects within your work that genuinely excites you.)

WHY does this light you up?
What excites you the most about the topic of your presentation?
What do you want the audience to DISCOVER or LEARN?
How do you want to make the audience feel?
What do you want the audience to do after the presentation is over?

What does a "successful" presentation look like for you?

If you are interested in learning more about the book I mentioned, just grab a copy for yourself!



Simon Sinek: Start with WHY: How Great Leaders Inspire Everyone to Take Action

Part Two

Your Mindset: How to Create a Winning Attitude

Get Rid of Your Negative Thoughts (Like, now.)

We ALL have negative thoughts. They're a part of life. But here's the thing... negative thoughts drain our energy and zap our personal power. Let's put an end to that now, shall we? Write out all the negative thoughts you have around presenting. Get them into the light of day. While we want to acknowledge that negative thoughts are there, they must not DEFINE us.

After looking at your list, is there one negative thought that jumps out at you? What's the habitual way you talk about yourself - or even THINK about yourself - as a presenter? Is it, "I'm so boring on stage?" or "I get freaked out every time I'm in front of an audience." Great, now what's the positive OPPOSITE of that statement? This will be your NEW DEFINITION of yourself as a presenter. Write that statement down on some post-its. Look at it often. Repeat this positive affirmation until you *believe* what you are saying. You can use the following checklist to help you get started identifying what's been holding you back.

	e to identify all the sneaky negative thoughts you've had about speaking from the stage. e a few ideas to get you started and then feel free to create some of your own.
ū	I'm afraid I will forget what I am going to say
	People will laugh at me
	I'm afraid people will see how nervous I am
	I will humiliate myself
	I will sweat too much
	My presentation is too boring
	I'm not good enough
	I hate public speaking
	I'm going to totally blow it
Looking at the I	ist above, what is the BIGGEST fear or insecurity you have around public speaking?
Now, write the	POSITIVE opposite of the above statement. This is your NEW POSITIVE AFFIRMATION!

You Got This: Be Positive and Proactive

I'm devoting a video on this topic because I believe in the power of intention. In order to create what you want in life, you need to see it and then take deliberate action toward it. Your fuel is your relentless positive attitude. Now, I know that sounds challenging and it is, but trust me when I say that your energy is everything. Just think about it... When you are frustrated, you drain your energy. You create a mental fog and a physical stress, and frankly, it just makes everything more challenging.

When you have positive energy, you are in flow and you will accomplish more with a lot less energy. Doesn't that sounds great? Really focus on the positive affirmation you identified in the previous lecture. Commit to your calendar deadlines. Meet each action as planned, and you will see the fruits of your efforts. It's that simple.

Don't Go it Alone: The Importance of Enlisting a Friend

There's nothing like accountability to keep you on track. Right now the only person who knows you are taking this course is you. Am I right? No one else has read my recommendations about mapping out all the steps, about cheering yourself on with positive thoughts and committing to taking action. Which means that no one will know if you do any of this or not! (Except maybe me!) You'll be off the hook! Here's the rub. If you don't do the work, you won't get the results. Maybe a wee bit of improvement, but not the standing ovation. So, here's the way to fast track your success. Go find a friend and enlist their help. Share your deadlines. Set up some practice sessions in advance. Ask someone to look over your deck. DO. IT. NOW.

Part Three:

Building Your Content: How to Prepare an Amazing, Memorable Presentation

Be Engaging + Memorable: Become a Great Storyteller

For the most part, facts are boring. We can Google just about anything, so use facts to highlight an idea, but make us *remember* what you are saying by telling a great story. There are so many ways to experience great storytelling on stage. TED talks are the best! Simply type in any topic and you will likely see a riveting TED talk about the subject. Pay particular attention to how sparingly they use slides. For more great stories, check out <a href="https://doi.org/10.1001/jhep-1

As a rule, great stories have three parts: a great opening, a journey that has vivid details so we can picture what happened in our minds, and a summary point that brings it all together.

Bring your awareness to how you typically tell stories in casual conversations. Write a list of stories that could potentially be used for your presentation. Please use the worksheet provided (as a download in the lecture) to get all your ideas out on a paper! Or get started right here:

Story ideas that could be great inside my presentation:

- •
- •
- •
- •
- •
- •
- •

The PREP Method: Outline Your Ideas Easily (DO THIS ON SHORT NOTICE OPPORTUNITIES!)

Mapping out what you want to say doesn't need to be overwhelming. Here is a simple method that can be used for pretty much any speaking opportunity. In fact, you never know when you are going to bump into a person you really want to speak to and impress. Surprise elevator ride with your boss? A client calls for an update? You are dying to share your big idea at the company retreat? So, prepare for the unexpected. Here is a quick guide to help you organize your thoughts under pressure or when you are outlining exactly what you wish to say for your next presentation.

POINT: What is the most clear and concise way to tell them what you want?

REASON: Why do you want what you want?

EXAMPLE: What are the most vivid examples you can share to support your idea?

POINT: Wrap up by reiterating your point.

Now, try it for yourself. Use the following guide to get PREPPED! Write your answers below.

POINT: What's the main point you want to convey?

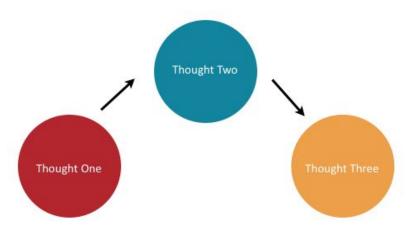
REASON: Why do you want your audience to know this?

EXAMPLE: What stories help you prove this point?

POINT: How can you summarize the above?

Remember Your Words: The Power of Thought Bubbles

My favorite structure for outlining what you wish to say is something I call THOUGHT BUBBLES. Each thought bubble represents a big, juicy idea that your audience can visualize and understand easily. The more the storyteller can really see and feel the thought bubbles, the more the audience will see and feel it too. The narrator moves from one thought bubble to another, connecting them to bring the listener along for the ride.



To Script or Not to Script: How to Remember What You Are Going to Say

Everyone prepares differently. It's true. Some people write entire scripts while others create outlines with talking points. If it makes you feel more confident to write out every word you want to say, great! Do it! But please note...when you are speaking a script on stage, you are ACTING. You are pretending that you are speaking in a natural, authentic way and it is simply MUCH HARDER to pull off well than if you were to speak without the use of scripts or teleprompters. Use your script for preparation, but practice speaking the main ideas of what you wish to convey, so you can make your speech as conversational as possible. When you do, your audience will feel like they are getting to know YOU and that's what builds memorable presentations.

Some Critical Thoughts about PowerPoint Slides, Graphics and More

Less is more! Images should merely support what you are saying, but YOU should be the most dynamic person in the room. When we jam too much information on a slide, the audience's attention is instantly split. No one can read and listen at the same time effectively. If you MUST show some data on a slide, then keep it as simple as possible with very clear data points. Clean, simple and spare should be your best rule of thumb.

It's incredibly annoying to see someone to stand and read a bunch of details on a slide or worse yet, jam a slide full of text and then click through it because they are short on time... Only the essentials should be on the slide deck. That's it!

The Power of Practice: Out Loud and in Your Mind

While I know it may be tempting to "wing it" when you get on stage, chances are you will ramble on instead of delivering a confident and clear message. People have very short attention spans; so make sure you map out exactly what you want to say in advance. No matter what type of speaking engagement, whether you are sitting on a panel discussion, moderating a talk or delivering a keynote address, you must identify exactly what you wish to convey. Now that you have outlined your materials, it's critical you practice - out loud, as if you were speaking to an audience. Here's are a few do's and don'ts:

DON'T:

- Practice in front of a mirror. You want the attention on THEM, not you.
- Avoid practicing altogether. It's that important to do it. For real.
- JUST do it in your head or think about it as you eat your cereal. That doesn't count.
- Overthink this step. It will seem a bit rough in the beginning and that's normal!

PLEASE DO:

- Practice using the finished presentation.
- Practicing moving from slide to slide.
- Practice wearing the shoes you will be wearing on stage.
- Practice looking at an audience. (At first this can be your cat or dog, but then it will need to be a real person or a group of your friends and colleagues)

Bonus: Once you have rehearsed out loud, then you can visualize it as well. See if you can picture the actual room, wearing what you are going to wear, while you are moving through the entire presentation. See the faces of the audience. See yourself actually ENJOYING delivering your amazing presentation.

Part Three:

Show Time: Tips to Looking Great On Stage

Your Clothes: How to Dress the Part

It's a good idea to think about what you will wear when you are in front of an audience. The truth is, your clothes tell a story and you want to give careful consideration to what story you are sharing. Here are a few basics to keep in mind:

Consider Your Audience: It may go without saying, but you will want to consider your audience when choosing the right outfit. A presentation to top executives might warrant a more corporate look, while a welcome speech to high school volunteers might require something a

tad more casual. How can you dress so that your audience feels like they know you, they get you and they understand you? More importantly, a considerate outfit shows that you understand them.

Wear Clothes that Compliment your Body: If you have ever heard the comment, "Wow, that color looks great on you!" take heed. We all have colors that bring out the best in our skin and eyes, so make sure to wear items that look great on you. If you don't know for sure, then why not ask a friend? Also, take extra time to make sure they are clean and well pressed. When you have a stain on your shirt, it takes away from your sense of professionalism. (Obvious, but true!)

Wear Clothes that Make You Feel Great: Remember, your energy is key to being dynamic on stage. When you *feel* great in your clothes, it changes everything. Ladies, you know what I'm talking about, right? You may love those fancy high heels you just purchased, but if they hurt your feet, they will distract you...and that discomfort reads to the audience. *Feeling great* is truly what makes someone look great. It's true.

Plan What You Are Going to Wear Well in Advance: There is nothing worse than running around panicking that you don't have anything to wear. Do yourself a favor and choose your outfit at least a week before your event. Why? So you will not lose any energy over replacing a missing button, pressing your shirt at the last minute or searching frantically for the sweater you love that was accidentally left at the cleaners. When you are prepared, you are calm, cool, and collected.

Your Hair

Every detail sends a message, so it's worth mentioning your hair. Now, I am not suggesting you need to go to the beauty salon or the barber shop every time you put yourself on stage, but I do think it's a good idea to make sure your hair is styled and somewhat put together, as if you were going to a nice dinner party. No need to overthink it, simply keep these few tips in mind:

- Make sure your hair is out of your eyes.
- Have it lightly styled so it looks neat and clean.

Makeup

Most people I know are concerned about how they look on camera. Now that we have addressed your clothes and your hair, let's talk about makeup. Now, the most important aspect of being on stage is for you to *feel comfortable*. Ladies, if you never wear makeup, then by all means you do not need to start now! Gentleman, makeup is also not necessary in order for you to look good on stage. It is useful when you want to:

- Even-out the tone of your skin
- Cover up the shine on your face

One of my favorite items is POWDER. It comes in a few varieties and you can find all kinds of products in your local store. A simple translucent powder, either loose or in a compact case, will do wonders.

Common Vocal Pitfalls and How to Avoid Them

Your voice is an instrument and like any instrument, the more you practice and play, the more expressive you become. So, how to you train your voice so you your audience can understand every word and actually enjoy hearing the sound of your voice? It's easy with these simple steps.

Listen for vocal habits: We ALL have vocal habits. It's important to bring your awareness to the ones that might be holding you back from conveying confidence. Are you someone who speaks in a single range? Uses vocal fillers like "um" "like" and "ya,know"? Habitually use rising intonations at the end of your sentences as if you are asking a question? If so, then gently bring your attention to them and make a choice to stop. You may feel self-conscious at first when you speak, but by self-monitoring your vocal habits, you can consciously choose to change them. It takes intention and action, but you can do it if you try. I promise.

See if you can notice the following vocal habits:

- use of fillers (um, like, actually)
- rising intonations at the end of sentences
- speaking too quickly
- speaking too slowly
- monotonous tone
- speaking too softly
- mumbling your words
- dropping the ends of sentences
- big pauses
- breathy, raspy voice
- anything else?

Practice articulation: Let's face it... If people can't understand you easily, they will likely tune you out. You can make your words understood easily by practicing articulation. One of the easiest ways to do this is to read OUT LOUD for 10 minutes each day. If you want to challenge yourself even further, go ahead and pick up my favorite book of tongue-twisters, "Fox in Socks" by Dr. Seuss. Read it out loud and you will see for yourself what a workout it is for your mouth! To see me reading this to my kids, check out my blog post:

http://www.alexafischer.com/the-fabulous-fox-in-socks

Body Language Basics: Learn to Command the Stage

Have you ever noticed that when you are speaking with someone you know and like, you are never, ever thinking about what your hands are doing? It's true. You are simply engaged in the conversation, effortlessly connecting. Now, wouldn't that be lovely if that's how you felt every time you spoke on the stage? Well, you can... with practice.

Dynamic, confident body language is as simple as allowing yourself to be YOU. When you are connected to your LOVE of your subject matter and your INTENTION to inspire your audience, your good energy radiates from you.

The way you comfortably communicate is also deeply personal. This training is not about you learning how to speak the way I do. Rather it's about finding that level of comfort being YOU. That being said, there are certainly ways of standing (and sitting!) that subconsciously give the viewer the impression that you are confident.

One of the best explanations of this is from Amy Cuddy, a social psychologist who delivered a TED talk about the power of body language. With 24 million views and counting, this is one video you do not want to miss.

http://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are?language=en

In addition to assuming a "power posture" (you'll know what I mean after watching the TED talk), I believe you radiate confidence by being open, relaxed, warm and inviting. Remember, energy is contagious and the more fun you are having, the more fun your students is having. The more relaxed you are, the more you set your audience at ease.

Some body language basics:

- Do not wander. TED uses a red dot for a reason. It keeps people in place!
- Look up at the audience. They will feel more included.
- Take the space. Allow yourself to really own the stage. Feel like you belong there!

Please note: When Seated... Do keep this in mind.

Now that you understand the principles of confident body language, let's discuss the best practices when you are seated on stage. It is very tempting to allow your body to sink into a chair, but be aware that in order to project confidence, you will want to sit up. That may seem obvious, but many people allow their shoulders to slouch over, thus retracting their chest. While this may feel more comfortable or natural, it cuts off your energy from the audience.

Part Four:

Your Game Day Skills: Tools to Use on the Day of Your Presentation

Your Checklist for Success on the Day of Your Presentation

☐ You've eaten a great breakfast

It's completely normal to be nervous before you go on stage. But nervousness is really only heightened energy...It's neither good or bad. But if you have too much energy, it makes it that much harder to be present and grounded while you are delivering your presentation. Here are some of my favorite methods to calm down and relax before I start speaking in front of an audience.

Get in the Mood with Great Music: You know that moment when you're driving in your car, singing to your favorite song? (OK, maybe that's just me!) Doesn't it make you feel awesome? To kick those pre-speaking jitters, try listening to your favorite tunes. They will instantly lift you up and calm you down.

Burn Excess Energy with Exercise: Release your extra energy by going for a brisk walk or doing some quick push-ups. Working out gives your body the chance to burn off energy, leaving you refreshed and ready to settle in when it comes time to walk on stage. Instant relaxation.

Eat Well and Keep Hydrated: Help yourself by eating a nice meal and drinking plenty of water before your event. Caffeine actually dehydrates you, so when you get even a little bit nervous, your mouth may get slightly dry. Avoid this by drinking less caffeine and by having plenty of water on hand to keep you hydrated.

Here's a quick checklist to make sure you are feel your best on the day of the event:	
☐ You've had plenty of water (and you've taken some with you!)	

You've packed some snacks
You've got great music to listen to in the morning
You've done some light exercise in the morning
You've taken some time to get quiet and focused
You've showered yourself with positive thoughts (You deserve it!)

Techniques to Calm Your Nerves

I'm happy to report that I have some surefire strategies for calming yourself down anytime you feel like your nerves are getting the best of you. In this video you'll discover some remarkably simple techniques that calm you down, get you grounded and help you think more clearly. Try them for yourself!

Breathe Deeply

Every time you breathe deeply, you instantly slow down your heartbeat and you focus your mind. Try and expand your lower belly by breathing in through your nose and then slowly exhaling through your mouth. It's instant relief!

Holding the Neuro

Hold the neuro-vascular points on your forehead. These points, called the Frontal eminence, feel like bumps, on your forehead directly above your eyes. They affect blood flow through the entire body. They are particularly valuable to bring more blood to the thinking brain (prefrontal lobe) under stress.

When under stress, as you have to act on instinct, the thinking brain is short-circuit, and has less blood going there. This is the reason it is difficult to concentrate under pressure. Holding these points will bring blood to the thinking brain and helps focus while feeling stressed. You can either put one of your hands on the entire forehead, or you can put the fingertips of both hands on the bumps and your thumbs on your temples, near your eyes. Stay in this position, breathing deeply for a few minutes.

Linking The Hemispheres of Your Brain

This exercise is known as the Modified Wayne Cook Posture. In this short version of the Wayne Cook procedure, you connect the two brain hemispheres. It will allow you to function more effectively, as your logical dominant brain hemisphere is going to be connected and synchronized with your non-dominant, intuitive and creative hemisphere. It will give you clarity of mind, stronger presence and ability to use your full potential. Cross your arms in front of you and connect the palms of your hands, intertwining your fingers. While staying connected, draw your hands inwardly toward your torso, resting them on your chest. Breathe deeply two times.

Connecting to the Audience

Your presentation begins the moment you walk into the building. If you have done your work, you are prepared. You don't need to review your notes. Instead take those pre-speaking moments to connect with your audience. Greet them. Introduce yourself. Go grab a drink of water and say hello to a stranger. You will create that positive energy with the audience by being warm and engaging right from the start.

When you are speaking, find the friendly faces in the audience. Yes, some will be not so friendly (with their face in their phone), but others will be nodding in approval. Make sure to connect with the entire audience, not just the front row. When you look at the back row, everyone ahead instantly feels included. Make sure to share your ideas (and your eye contact) with everyone in the audience and they will be more engaged with what you have to say. (It's like at a dinner party... It's weird when the person speaking is only looking at one person. You feel left out!)

If you see a sour face (or someone asleep), ignore them and move on!

Part Five:

The Aftermath: How to Create Bigger Opportunities for Yourself

Give Yourself Some Kudos: Celebrating Your Achievement

Now, before you start yammering on about all the things you wish you did better... STOP. You did it. I bet it went better than you thought! I bet you are surprised by just how much fun it was to be on that stage commanding all that attention. GOOD FOR YOU! Take a moment and celebrate, my friend. You deserve it. Please do yourself a favor and make note of all the hard work you put in and what specific achievements you made as a results of your actions. Promise me you'll do this before you even start thinking about how you can improve your delivery next time. You see, when you really stop and appreciate your strengths, you build the necessary habits to do more of the same again. You learned something in this process and that is:

When you commit to taking action to the very things you are afraid of, you set yourself FREE to create the outcomes you desire. You live the life you imagine.

I for one am very proud of you. Now, let's start looking for your next speaking opportunity. Big stages await you!

Get Visible: Planning Your Next Opportunity

Let's make the most out of this presentation, shall we? You shared your ideas in a new and exciting way. I bet some fine folks took notice. Is there anyone in particular in the audience you want to follow up with? Remember, you built this presentation to be of service to your audience. The presentation itself doesn't need to be the end. Think about all the ways you might be able to leverage this new found visibility. Here are some ideas:

- Follow up with attendees to see if they want to speak with you for more information.
- Look into other opportunities within your company
- Look into related events that might be looking for speakers

At the end of the day, YOU are your own brand. ow that you have the confidence to share your ideas on stage, perhaps it's time to look for more stages. Take a moment and consider where you might see yourself... at conferences you've attended, company retreats, or even the TED stage itself. The sky's the limit.

BRAVO!!!! You did it! You have arrived at the end of this course!! Can you hear me giving you a standing ovation all the way from California?! Now, I want you to know that I'm here for you to answer your question, give you feedback and generally cheer you on along the way.

If you would like to stay connected, then be sure to find me in my virtual hangouts!

For weekly inspiration + some awesome free training: https://www.alexafischer.com/
For business insights and connections: https://www.linkedin.com/in/alexafischer/
For Tweeting one another: https://twitter.com/1000WattAlexa
For watching me stream LIVE on YouTube: https://www.youtube.com/user/alexafischer