

Want to succeed? Program that computer that you *can* and *will* succeed. That when you stand up, you *expect* to be good, effective, competent, if not downright fantastic! That you *are!* That's what you'll get back in terms of performance. Want to fail? Feed yourself negative images, self-doubts, assumptions of disaster or failure.

It's a belief system, this business of self-confidence. Eliminate the negative voices. Believe you're good and that you *will* be good. Then tell your mind that—and *only* that—message and you *will* be terrific!

### *Energize Yourself*

Some people find it helpful to take a number of deep breaths or squeeze their clasped hands or the arms of their chair very tightly before they get up to get themselves physically charged up. This thrusts them into a higher energy level very quickly, and no one can see or notice it. Take your choice. If you're a very physical person, used to heavy exertion, you might like it.

### *Take Your Space*

- *Walk with assurance*

Gather your papers, get up, and get moving briskly, with minimum wasted motion, looking purposeful and energetic. The first step or two may feel robot-like, but never mind. The idea is to tell your audience you know what you're doing and can't wait to get there and do it (no matter *what* the truth is).

If you want to change the mood from the previous speaker or what has been happening, change your pace, quickening or slowing down deliberately.

- *Own your turf*

How you "take the stage," how you carve out your turf and take command of it, is very visible and very affecting to your audience.

Go to your spot on the stage or at the front of the room. Put your notes down. Deliberately. Then take a beat to settle down. Like the great pitchers on the mound before they deliver the ball, take a breath. Not a big heaving sigh. Just an inaudible but galvanizing breath to focus all your energy on one place. Then, pick up your head and look at them. Your audience. Make eye contact with them. Wait a second to get their total attention and silence. Think to yourself: "Listen, everybody. Settle down. Got something interesting to tell you. Can't wait to do it. " Then, and only then, begin . . .