

## Becoming present before speaking

(Section 4, Lecture 17)

Think about someone that you know that has a great presence. When they walk into a room or speak up at a meeting would you characterize their focus as “narrow” or “broad”? Narrow means that their gaze tends to focus on one thing. Broad means that they notice everyone and all of their reactions and anything else that may be happening in the room.

### Instructions

1. Before you speak, take a moment to take in the entire room.
2. Take three deep breaths.
3. Make eye contact as you breathe with three individuals.
4. Notice what the room looks like and notice the details of the room.
5. Notice if people are engaged with you or not, notice as anything distracting happens in the room.
6. This is called making yourself present before you speak.

### Homework

Try taking in the entire room before the next time that you speak up in a meeting. Before you speak take three deep breaths as you notice details in the room and whether or not people are engaged. Continue to notice as you are speaking. Notice if something distracting happens. Notice if people are nodding their heads, smiling or taking notes. These are all non verbal confirmation that what you're saying is landing. If you are not receiving this feedback, it's time to try changing your content, pace, or tone to win back their engagement.