**My Talk Checklist:**

* **I’m Not Afraid:**
  + Am I going in with honest intent?
  + Do I know my idea well enough to passionately teach it?
  + Will the talk be recorded for later?
* **I Know What I’m Talking About:**
  + Is my topic simple enough and matched to the audience and setting?
  + What is the audience here for?
* **I Know What I’m Going To Say:**
  + Can I outline my idea in 20 tweets?
  + Is each tweet important?
  + Can I get to the key idea without talking too fast?
  + Is there enough context that I won’t pause awkwardly between ideas?
* **I Know My Slides Are Awesome:**
  + Do I own the rights to all the images in my slides?
  + Are my slides filled to the brim with text? Do my slides require reading?
  + Do my images overwhelm my spoken words? Do my slides distract from me?
  + Have I used burn marks to help me practice timing?
* **I Have Practiced:**
  + Have I practiced recovering by going through my whole talk each time?
  + Have I dedicated an hour to each minute of my talk?
  + Have I recorded myself at least once giving the talk?
  + Have I found my physical, verbal, and metal tics?
  + Have I checked my tone of voice and facial expressions?
* **I Have Followed-Up:**
  + Have I thanked the organizer for inviting me?
  + If I’ve done well, have I asked for a testimonial?

**My Talk-In-Progress Checklist:**

* Forgetting my words and making mistakes is OK. I will take a breath and move on.
* I will not blame my slide deck, technology, or anything else.
* I will let the audience laugh, cry, or feel before I continue on with my talk.
* I will make good eye contact with specific audience members.
* I will practice taking a breath when my verbal tics come up.

**My Post-Talk Checklist:**

* Have I made myself available for comments, questions, and feedback?
* Have I thanked the organizer for inviting me?
* Have I asked for a testimonial if my talk went well?
* Have I asked for a copy of the recording?
* Do I know how I can use the recording?

**What is the audience here for? (Entertainment? Awareness? Connection? Education?)**

**Are there any assumptions I’ve made about what the audience knows?**

**My idea in 20 “tweets” (140 characters each - or 1-2 sentences):**

\*each tweet should have a kernel of truth or a core concept.



**Resources for Creative Commons-licensed images:**

\*always record the URL where I snagged the image, it can save me later if I get challenged!

* <https://pixabay.com/>
* <https://ccsearch.creativecommons.org/>
* <https://unsplash.com/>
* <https://www.flickr.com/creativecommons/>
* <https://www.pexels.com/creative-commons-images/>