

## Steve Harden's Presentation Checklist.

- I have a clear PURPOSE that includes the head and heart.
- I know what the audience should feel at the end of the message.
- I know what the audience should think after the message.
- I have researched the audience and understand what they want and need.
- My outline is clear and memorable to myself and the audience.
- All illustrations are accurate and ethical.
- My POINTS follow a solid structure.
- I feel a "PASSION"-ate connection with my subject.
- Listeners will be glad they came because of the information they receive.
- I feel comfortable with my preparation. I have not over- or under-prepared.
- The audience will be equipped for action by the message.
- The audience will be entertained by the message.
- The PROOF I am using flows into my points. The audience will understand why I use each one.
- The audience will be encouraged through the message.
- I am the one who needs to deliver this presentation. My background, knowledge, or expertise gives me this confidence.
- My PRACTICE has helped me gain confidence and solidify the message.
- I have received positive feedback from others to whom I have shared my material.
- The room checks out for usefulness. It has everything I need to present
- This message the way I designed it.
- My beginning and ending are filled with POWER.
- I have an introduction that is not arrogant, but creates interest.
- I am avoiding all the false starts for an opening to the talk.
- I plan to arrive early and meet a few people to build rapport and comfort.
- I have considered the PERIMETERS of the speech – like gestures, attire & eye contact – and feel confident and focused.
- My life and my presentation complement each other.
- I will be providing greater value than I receive.