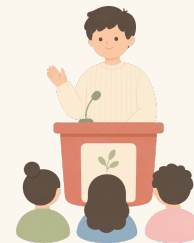


Public Speaking Anxiety

Cheat Sheet



A stage-fright playbook for the whole arc: the days before, the walk to the front, the talk itself, and the wobbles in between.

1

Before

THE DAYS AHEAD

Rehearse out loud, standing up

Reading slides silently trains your eyes, but your mouth does the performing. Give it the reps, at full volume.

Memorize only the first 30 seconds cold

Nerves peak at the start. With the opening on autopilot, you glide through the scariest stretch before your brain notices.

Reframe the buzz as readiness

Racing heart and fast breath are the chemistry of excitement too. Tell yourself: **"my body is showing up for me."**

Skip the caffeine double

Adrenaline already has you covered. A second coffee stacks jitters on top of nerves - stick to your usual dose or a little less.

2

Walking up

THE LAST 60 SECONDS

Exhale longer than you inhale, x3

Three slow rounds: in for about 4, out for 6 to 8. The long out-breath lowers your heart rate before your first word.

Plant both feet

Even weight, full contact with the floor. A steady base keeps knees from locking and steadies the voice above it.

Find 3 friendly faces

One left, one center, one right. Rotate between them - to the room, it looks like you are addressing everyone.



3

During

WHILE YOU SPEAK

Speak 20% slower than feels natural

Nerves compress your sense of time. What feels painfully slow inside sounds measured and clear from the seats.

Let the pauses sit

A pause reads as confidence to the audience, not blankness. They assume you paused on purpose. Let them.

Give shaky hands a job

Hold something with a purpose - a clicker, cue cards, a marker. Hands with work to do don't broadcast the tremble.

Water bottle = legal pause button

Losing your thread? Take a sip. It buys five quiet seconds to regroup, and no one in the room thinks twice.

4

Recovery moves

WHEN IT WOBBLES

LOST YOUR PLACE?

"So, the key point here is..."

Then restate your last idea. It sounds like a planned summary, and it **resets everyone in the room - including you.**

VOICE WOBLING?

Name nothing. Keep going.

Adrenaline tightens the vocal cords for a moment. Keep speaking and it **settles on its own within about 60 seconds.**

They can't tell

GOOD TO KNOW

THE ILLUSION OF TRANSPARENCY

Audiences consistently rate speakers as far less nervous than the speakers feel. Psychologists call the gap the illusion of transparency: your inner storm is mostly invisible from the seats. Speakers who learn this before talking are calmer, and rate better with the room.