

# 9 EASY STEPS TO SPEAK WITH CONFIDENCE



## 01. Know your audience

- Ask yourself: "What do I want them to walk away and remember from my speech?"
- Keep your message simple and clear so it sticks with them.

- Research who will be listening – what are their goals, interests & challenges.
- Tailor your message to resonate with their specific needs.



## 03. Map out your Speech

- Rehearse out loud, but don't try to memorize every word.
- Practice enough so you feel natural – it's okay to sound like *you*.

## 02. Define your purpose



- Write a quick outline with a strong opening, 2-3 key points & a memorable ending.
- Add personal examples or stories to make it relatable and engaging.



## 05. Picture your Success

- Take a deep breath: inhale for 4 seconds, hold for 4 seconds, exhale for 4 seconds.
- Transform your nervous energy into enthusiasm to connect with your audience.

## 04. Practice, but keep it real



- Close your eyes and imagine yourself speaking with ease and confidence.
- See the audience smiling, and taking in your message.



## 07. Use your body to help you

- Begin with a story, bold statement, or question that grabs attention right away.
- End with something memorable – a call to action, heartfelt thank-you, or powerful quote.

## 06. Calm your Nerves



- Stand tall with head high, shoulders back and feet firmly planted.
- Use purposeful gestures to emphasize key points and avoid nervous habits.



## 09. Celebrate and Reflect

## 08. Start strong and finish big



- Give yourself a pat on the back – you did it!
- Think about what went well and what you'd like to do even better next time.