

USING THIS PLANNER

Some of it is pretty obvious but let's spell it out anyway!

1. Title. The title of your talk. Which may also be your objective, your closing sentence or a particularly telling phrase that you intend to repeat throughout. (But don't bore!)
2. Objective. If you don't have an objective you should not be speaking. Surely you want your listeners to know, feel or do something as a result of your words?
3. Date and time. Obvious? Time can be your start time or the length of time you are scheduled to speak for.
4. 'Killer' opening. Every presentation (or speech) should have a powerful opening – so they know you will be worth listening to.
5. Intro me. If your introduction has not been all you wished for, use this time to do it properly.
6. Menu. This is the list of points you are going to cover. You may or may not want to run through them for the listeners but they are a handy reminder anyway.
7. Questions. Delete as appropriate and tell the listeners what the deal is.
8. 'Seed' questions. It can be really embarrassing to ask for questions and get none! These notes give you an, 'A question I am often asked is ...' escape route.
9. Time. Note the time at which you expect to complete each of the sections in the appropriate box along the bottom. Either as a clock time or elapsed minutes. Now you will know if you are ahead or behind and can take the appropriate action.
10. Numbered sections. For your bullet points to remind you what you are talking about. It might be best if section 5 contains material that you will only use if you are ahead of time – so nothing essential in here. It is also a good idea to use a different colour of ink for any items that you can leave out of the earlier sections should previous speakers have run overtime or you find yourself in danger of overrunning.
11. Review. It is often a good idea to review the first part of your presentation before continuing. But only if it is long or complex and you feel the listeners will need/appreciate it.
12. Summary. Obvious? Cover the main points again.
13. 'Killer' close. See 3 – same applies to endings – don't ever finish with 'Well, that's about it. Thanks for listening.'
14. Enjoy yourself!

THE ULTIMATE PRESENTATION PLANNER

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**Business development
Personal development
And FUN!**

Phone, email or write for details of our services.

Title	Date
Objective	Time
'Killer' opening	
Intro me	
Menu	
1.	
2.	
3.	
4.	
5.	
Questions	ANYTIME / AT END
'Seed' questions	
Time (MINS / CLOCK)	

<<< Fold

1.
2.
3.
Review

<<< Fold

4.
5.
Summary
'Killer' close
Question time