

# Top 10 Tips for Managing Presentation Anxiety\*

\*Techniques are from *Speaking Up without Freaking Out: 50 techniques for confident, calm, and competent presenting*® by Matt Abrahams available on Amazon

1 Greet your anxiety:  
"This is me  
feeling nervous"

3 Connect with your  
audience by  
looking at them

5 Breathe deeply from  
your lower belly prior  
to starting to support  
your voice and  
reduce falling volume  
at the end of  
sentences

7 Stand balanced to  
avoid swaying

9 Squeeze your toes in  
your shoes to reduce  
shaky legs



2 Think about positive  
outcomes and say  
positive affirmations

4 Say tongue twisters  
to warm up your  
voice and become  
present oriented

6 Gesture broad and  
forward so your  
arms don't become  
defensive

8 Hold a cold bottle of  
water to reduce  
sweating and  
blushing

10 Step forward when  
you start to avoid  
retreating

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1

When you experience negative physical arousal, remind yourself that these reactions are normal and typical. They are your body's normal response to something that is displeasing.

2

Generate a list of things that you can look forward to after you present. By imagining optimistic outcomes unrelated to and beyond your presentation, you will be less anxious during the presentation.

3

Confident speakers connect with their audiences through sustained eye contact. Audiences see this direct, protracted eye contact as conveying higher status.

4

Use techniques that create an expanded present moment where you do not think about future consequences. Listen to music, do physical activity, say a tongue twister, play a video game.

5

Take a slow, deep inhalation through your nose and fill your lower abdomen. Slowly release your breath through your nose. To occupy your mind, slowly count to three as you inhale and then again as you exhale.

6

When gesturing, reach out and away from your body—get your elbows out, off of your body. Think of extending your arm as when you shake someone's hand. Extension toward your audience is seen as confident and embracing.

7

To eliminate unneeded and distracting movement, face your feet forward directly under your shoulders, bend your knees slightly, and move one foot an inch ahead of the other. From this position, it is very hard to sway or lean.

8

Hold something cold in the palms of your hands—a chilled bottle of water is ideal. The cold will decrease your body temperature and reduce the sweating and flushing that result from increased blood flow.

9

Secretly squeeze your toes or lightly squeeze your thumb and pointer finger together in your non-gesturing hand. These activities allow you to rid yourself of this excess energy and eliminate your shakiness.

10

As you begin, stand tall in front of the audience and step forward with your arms extended away from your body. A start like this nonverbally communicates confidence and demonstrates that you are comfortable.