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# Present Like A Pro Newsletter

Inspiring You to Discover, Develop, Delight in Your Strengths

## Greetings!

Welcome fellow speaker! This weekly newsletter from [Present Like A Pro](#) is here to provide you with on-going tips and inspiration as you develop your skills as a speaker. Every issue includes practical tools that you can use in your very next presentation.

Do you have a co-worker or friend that does presentations? Tell them about Present Like A Pro and share this newsletter with them!.

This edition: 1,150 words 2-3 minute read

## Easy As Z-Y-X

### How to Memorize A Presentation

**When I was four years old**, my grandpa gave me a challenge. He told me that if I could come back to his house in a week and say the entire alphabet *backwards*, he would pay me a quarter. I went home and spent the next seven days memorizing the alphabet from Z to A. The very next week, I stood proudly in front of him, recited the series in reverse, and earned my twenty-five cents.

One of the biggest challenges we have as presenters is remembering the content of our own talks. The longer the presentation, the more information there is to retain. It can be overwhelming to think about trying to recall a presentation without notes or a script. Here are **3 hints** on how to memorize your presentation and Present Like A Pro!

**#1 Know your talk.** I knew the ABC's forward, so in many ways learning them backwards was not as challenging as one would think. The more familiar you become with the overall message and ideas of your presentation, the easier it will be to commit them to memory. Spend time considering the key points of your talk. These are the items you most want your listeners to remember, so work on recalling them as you are driving, making dinner, etc.

**#2 Know your transitions.** In addition to having a clear understanding of your main points, be sure that you have an easy way to move from one idea to another. When you consciously link the sections of your talk together, you not only create a smooth flow for your listeners, you develop an easy way to cue yourself to the next step of your presentation.

**#3 Know your trivia.** Take time to study and get familiar with the details you want to be sure to include in your presentation. Give yourself cues for the many specifics you may want to share. Utilize presentation software, handouts or props to illustrate the finer points that must be included.

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Do you want to work on memorizing a specific presentation? Rehearse your talks with a coach! Working with a Presentation Coach will immediately add power and impact to your presentations. **Contact Sara for more information at 303.818.2509 or [sara@presentlikeapro.com](mailto:sara@presentlikeapro.com).**

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## Timing Is Everything

### The Importance of Observing Time Limits

**When I joined Toastmasters International**, I quickly learned through that great organization the importance of speaking effectively in one's given time allotment. For almost every role at Toastmasters, there is a time limit. Speakers generally have five to seven minutes, evaluators have two to three minutes, etc. There were consequences for going over and under time.

The philosophy behind this regiment was simple - **every talk has a time limit, and it's critical to learn how to stay within it.**

One of the greatest timing tips I was given my Toastmasters mentor early on was this: always have a portion of your talk near the end that can be added or dropped depending on how much time you have left to speak. I follow this advice in every talk that I do.

In addition to having an optional section, time yourself and plan ahead. For example, if you have four major sections to cover in one hour, you have a maximum of thirteen to fourteen minutes per section, leaving several minutes for a brief introduction and conclusion.

In another example, if you have forty slides to present in an hour, then you will need to decide which slides will get more attention and which ones will be glanced over. Also, if you know you will be interrupted with questions, consider this in your preparation as well.

**Stay within your time limit to maximize the attention and results from your audience.** Overall, your listeners will be much more responsive to someone who covers the necessary material while also respecting their time.

Franklin Delano Roosevelt said it best when he stated, *"Be sincere; be brief; be seated."*

## New Feature - Ask The Coach!

*Dear Coach*, I'm just starting to work on my presentation skills. What is a good way for me to get started? -Beginning in Baltimore

*Dear Beginning*, Reading these **newsletters** will give you a lot of tips each week, but I also recommend finding a local Toastmasters International club. This great organization will help you experience the basics of presentations in a supportive, weekly environment. Also, check out the other opportunities from Present Like A Pro including **teleseminars** and **personalized coaching**. Whatever avenue you choose, I'm sure that soon you will *Present Like A Pro!* -Sara

**\*\*\*Do you have a question about public speaking and presentations?** Simply reply to this email and Ask The Coach! Then, watch for your answer in this weekly e-newsletter. When emailing, simply let Sara know whether or not you would like your name and title included.

## Special Offers

### **Ball Employees**

**Do you work at Ball?** If so, you can receive Presentation Coaching as part of the training offered by your company! Find out more at the TLC website. Just click on the Other Development link to get to the coaching corner.

### **Contact Information**

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