

5

STEPS TO CLEAR AND COMFORTABLE SPEAKING

With *Angie Nuttle*



What's the #1 fear of most people?

Speaking In Public! As an Executive Presence Coach and Communication Expert, I've learned that business people's fears are rooted in something even deeper: public humiliation. This is the REAL reason people get uncomfortable speaking in front of others at meetings and presentations.

FACTS THAT SPEAK

What's the #1 blocker that gets in way of you connecting with others?

Being clear! When others don't understand your message delivery, they lose focus and interest. You may be sensing this, and you scramble to correct it by over-talking or even rushing through to get out of the spotlight. FEAR pops up which diminishes your clarity and presence even more. The result is a lost opportunity to connect with the people in the room.

Good News! You can develop the skill of speaking clearly and with a higher level of comfort by starting with these 5 steps that I teach in the School of Executive Presence:

STEP 1

Head to the Bathroom.

Going to the bathroom is not just about emptying your bladder, it's about getting by yourself so you can focus. Take time to mentally run through what you plan to say. Visualize 3-4 key words in your head and commit them to memory. Before you leave the bathroom, make sure you visualize your words in the order that you want to speak them so you have a structure to follow.

Build Comfort

WHY THIS WORKS. *You are essentially telling your brain that you are in control by taking every thought captive before you speak. Visualizing your key words will stick in your short-term memory and be readily available as you need them.*

STEP 2

Hold Your Breath.

Right before you speak...

- Quietly fill your lungs with air until they are full
- Hold for 10 seconds
- Slowly let the air seep out (You should feel a bit light headed)
- Take in 2 deep slow breaths to regulate your air intake

You should now have a more relaxed presence!

Build Comfort

WHY THIS WORKS. *Your body senses that you are about to enter a stressful moment, and it wants to produce fight or flight hormones. This exercise helps you regulate the flow of air, reduce your fast heartbeat, and divert the hormones that cause lung constriction.*

STEP 3

Videotape Yourself Speaking.

Most people say that videotaping themselves is difficult, but the good part of this exercise is that you get used to seeing yourself. It's like doing your own personal feedback session. When I first started speaking in public, I wondered how people might be reacting to me, so I began recording myself. I learned that I had strengths and opportunities, and it gave me a chance to improve.

Build Comfort

WHY THIS WORKS. *The more you record yourself, the more resilience you build. We all have a million thoughts and feelings running through our heads when we speak. When we see ourselves on video, we come to realize that our inner thoughts aren't written across our foreheads like we thought.*

STEP 4

Do a 60 Second Introduction

When there is at least one person in the room you don't know well, take 60 seconds to introduce yourself using the following format:

1. Tell them who you are.
2. Tell them what you do.
3. Tell them what value you bring.

Build Clarity

WHY THIS WORKS. *Your first impression is made in the first 60 seconds and determines if someone is going to listen to you. If you are clear about who you are and what you do, you get clarity and credibility points with your audience. They will also feel more comfortable receiving what you have to say next.*

STEP 5

Mix Concrete and Concepts

There are generally two types of people: Concrete thinkers and Conceptual thinkers. When you are speaking, be sure to start with a small concept then follow it with concrete facts or points. For example: "I believe we can solve world peace in this room today. Here's how we can do it: 1) Turn off our phones; 2) Ask questions; and 3) bring one single idea to the table.

Build Clarity

WHY THIS WORKS. *We tend to talk to people based on how our own brains are wired, and we leave out the other half of the room. Using the Concrete and Concept mix brings everyone into understanding, and YOU WIN!*

Let's Talk About Your Goal. Is it...

- Speaking Clearly- especially when the stakes are high?
- Speaking with Comfort and Ease- even in difficult situations?
- Speaking with Influence and Compelling Presence- when a big win is needed?

I'm inviting you to upgrade your speaking presence through our Executive Presence Bootcamp. Good leaders know they develop the skills necessary to speak clearly, concisely, and with confidence. Learn more about how you can get the feedback, coaching, and tools you need to be the leader you know you want to be.

<https://www.schoolofep.com/executive-presence-bootcamp>



ABOUT ANGIE NUTTLE. *Angie is an Executive Presence Coach and Communication Expert who teaches business people to speak, think, and operate with composed confidence- no matter who's in the room. She is also an award-winning author and professional speaker who specializes in helping others find their unique calling and develop authentic presence through her Mission/Mindset/Mouth™ Signature Coaching System. Visit her at www.schoolofep.com and www.corporatetalentinstitute.com to learn more.*