

# Instead of Excedrin, Try These Quick Tips for Handling Your Anxiety!

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When an opportunity comes along for a meeting with an important client, it is not the time to rely on Excedrin or look like the village idiot! Customers need to see you as confident and knowledgeable, not nervous and unsure. To avoid freaking out, try the following quick tips.

1. **Be prepared.** The more you know your content and your audience, the more secure you will feel. Do your homework up-front.
2. **Practice, practice, practice.** If you want a polished presentation, it is important to practice on your feet, in front of your bathroom mirror. It is also important to practice with your visuals because technology can add another dimension of insecurity. Additionally, make sure to time your presentation. Allow time for questions, so make sure your prepared remarks take up only about 75% of your allotted time.
3. **Don't rush on the day of your presentation.** Pick out the outfit the night before, including all accessories. Make sure you have the right tie or the appropriate pin. The outfit needs to look up-to-date and appropriate for the audience you are addressing.
4. **Do a quick run through in the morning.** In the shower or on the way to your presentation, rehearse your opening and close and anything that is particularly complicated. It is important that you begin and end strong. You should not be note dependant.
5. **Get there early.** By being there early, you can scope out the room and be ready to greet people. You can also check your audio visual equipment.
6. **Drink lots of unchilled water.** It will lubricate your vocal cords. Avoid caffeine since caffeine or caffeinated beverages are a diuretic.
7. **Take some deep breaths.** By breathing deeply, you will eliminate the adrenalin rush that makes you feel nervous. The tension you feel will start to evaporate. You will feel more in control and eager to share your message.
8. **Release nervous energy in the upper body by doing some head rolls and shoulder rolls.** Your body should not show signs of tension.
9. **Have usable notes available.** Do not hold them in you hand but have them where you can see them if you need them. Your notes should be in a story board layout so that you can quickly gain the point you want to cover.
10. **Picture yourself being unbelievably successful.** Do not go into a presentation just wishing to be done. You will rush and be less engaging. Psyche yourself up by remembering how prepared you are. Focus on your audience, not yourself.
11. **Say something funny or clever when you begin.** It will relax you. If you are being introduced by someone else, be sure to think of some amusing anecdote about your self. Your listeners will see you as relaxed and confident.
12. **Be yourself.** While there are a lot of good speakers out there, the most successful ones are the ones who are genuine and real.

While it is natural to feel nervous in a high stakes presentation, you don't want your audience to see you anxious. Nervous energy is a good thing if you can channel it and release it appropriately. By using the suggested tips, you will come across as professional and confident.

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