

HOW TO PREPARE A
knockout



PRESENTATION
IN 60 MINUTES or less!

970.481.9441 · eric@erickronwall.com
© 2014 Eric Kronwall. All rights reserved.



It **IS** possible to give a very effective presentation on short notice. Using this worksheet, you will have a knockout presentation done in just 60 minutes!

The most effective presentations have

P.O.P!
Purpose, Organization, and Power



PURPOSE

Get very specific. What do you want your audience to think, feel, or do?

I want my audience to

_____ (ten words or less)

What are your **three main points**?



Dig into the **details** of the three points.
(Stories, examples, facts, stats, or research are great)



ORGANIZATION

ORGANIZATION



The **opening** should capture the attention of your audience and tell them what the presentation is about.

A funny story, startling statistic, or big promise are all good openings.

[Empty box for writing an opening]



Amp up your presentation with a strong **conclusion**.

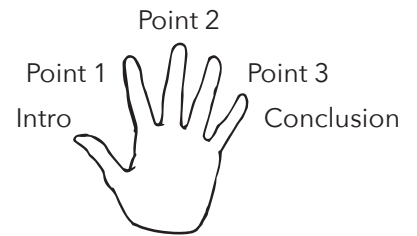
[Empty box for writing a conclusion]

Avoid new info, and simply **summarize** what you have already said.



Finally, **organize** your speech and **prepare** your notes.

Visualize on your fingertips short catch phrases for your opening, three key points, and conclusion.



POWER



Every presentation is improved with **energy** and **enthusiasm**.

Standing in a power position before presenting is proven to boost your confidence!



You are going to do great!
I am so excited for you.
Knock ‘em alive!

<http://www.erickronwall.com/60minuteworksheet>

