



Module 1:3 Expectation

One of the main reasons we become panicky leading up to a speaking engagement is because we assume people are expecting far more of us than they really are. We also place unreasonable expectations on ourselves. An effective way to manage anxiety is to manage expectations.

Step 1: Clarity expectations for yourself.

Imagine an upcoming speaking engagement that is giving you some anxiety. Who invited or assigned you take on this responsibility? Consider a brief check-in with that person. If that person was yourself, perhaps a brief mental check-in is in order. During that check-in, clarify any expectations about the event that may be giving you anxiety. Then fill in as much of the following as possible.

| |
|--|
| What is the purpose of your presentation or meeting? |
| What information and topics need to be covered? |
| Who will be attending this meeting or presentation? |
| What is your audience expecting? Are they aware of the meeting's purpose? |
| Where and when is the presentation/meeting taking place? |
| How long is the presentation/meeting expected to run? |
| Will there be Q&A opportunities? Will you field the questions? |
| How will you know the presentation has been a success? |
| What other information can you provide about the expectations for this presentation? |
| <i>Are the above expectations unreasonable? Should they be revised?</i> |

Step 2: Clarify expectations for your audience.

Now that you have clarified expectations for yourself, clarify them for your audience. Think about what the purpose of your presentation is, but also think about what the purpose is not. Then create a statement to share with your audience early in the presentation or meeting.

Example:

My purpose is to inform you of the three best location options we have for establishing our presence in the Boise market and to invite your feedback. For today, our purpose is not to settle on a final option.

Write your own purpose statement using the "My purpose is to" and "My purpose is not to" principle:

| |
|--|
| |
|--|