

*MaxTips!*

# Productive to the Max

**P**roductivity

**P**erformance

**P**rofitability

## ***How do you Present?***

### ***MaxTips! September 2008***

Do you have to do a lot of presentations at work? Do you speak in front of an audience regularly? Even if you do not have a job that requires you to present, in your day-to-day interactions you are actually presenting to the world. Take a look at the following list and decide if you incorporate these skills into your daily "presentations":

1. Clearly state and understand your objective
2. Analyze and know your audience. Be able to answer the who, what, where, when, why questions
3. Establish your credibility
4. Determine your content
5. Be prepared
6. Involve the audience
7. Use natural language
8. Project confidence
9. Use logical structure
10. Don't overload with information
11. Recap your main points

Whether you formally present or not, it is essential to consistently redefine your communication style and presentation skills. It will make you much more productive in the future.

---

Copyright © 2010 Productive to the Max Ltd. All right reserved  
Visit [www.ProductivetotheMax.com](http://www.ProductivetotheMax.com) for Reprint Permission Information

Tel. 613.594.4533 | Fax 613.594.8339 | [info@productivetothemax.com](mailto:info@productivetothemax.com) | [www.productivetothemax.com](http://www.productivetothemax.com)  
513 Westminster Avenue | Ottawa, Ontario | K2A 2T9 | Canada