

Hi everyone

If you're like me you may be finding this year moving along rather quickly. November has already arrived.

Thank you to everyone who sent me congratulatory messages after the announcement that Infinite Growth received a [Highly Commended Award](#) at the 2012 Western Sydney Awards for Business Excellence. Photos from the night are available on Infinite Growth's [website](#) and [Facebook page](#).

This month's article - [Tips to overcome those blank moments during a presentation](#) - is in response to a question I received from a client on how to recover from such a situation. I welcome your feedback so feel free to [leave a comment](#) at the end of the article.

A warm welcome to my new subscribers!

Until next time
Maria



Tips to overcome those blank moment during a presentation

Have you ever been part way through a presentation and suddenly gone *blank*? You don't remember where you were up to in your presentation and you look at your audience who in turn are watching your every move.

In reality, your audience is *not* 'watching your every move'. What they are doing is digesting the information that you have been presenting to them. They may be able to relate to it at an emotional level or may be thinking about how they can apply the information to their unique situation.

Most people in your audience will not notice that you may have gone *blank*. That is the first point to remember.

Here are four more tips.

#1 Prepare

Follow the **5Ps - Prior Preparation Prevents Poor Performance**

By preparing both your material and yourself you will feel more comfortable and confident when it comes time to deliver your presentation. Know your material and practise as often as possible prior to presenting.

The more comfortable you feel with your content and any visual aids, the more confident you will feel when you deliver your presentation.

#2 Breathe

Have you ever sat through an interview and realised at the end that you had not breathed throughout that time?

[Breathing](#) from the diaphragm helps to relax your muscles and ensures oxygen is making it to the brain so that you can think clearly whilst speaking.

#3 Fake it till you make it

Social psychologist, [Amy Cuddy](#), an associate professor at Harvard Business School, has provided research on how our body language can have an impact on how we think and behave.

Essentially, if your body language is showing confidence and you continue to practise this in your stance at every opportunity then your mind will 'believe' it too. What happens when we think we can? We can!

In her [TED talk](#), Amy Cuddy provides easy exercises that can be practised every day.

By gaining confidence, the mind is less likely to go *blank* at crucial moments during your presentation.

#4 Ask the audience

Confidently ask your audience the question: 'Where are we at?'

By doing this, you are able to engage the audience within your presentation and give yourself time to gather your thoughts.

It also encourages the audience members to think about what has been covered. By verbalising their interpretation of what has been covered, they are able to internalise the learnings from your presentation. So it is a win-win situation.

Practise these tips on a regular basis to confidently deal with those moments when your mind goes *blank* during a presentation.

What techniques do you use to help you when you go blank during a presentation?

[Share your comments here.](#)

Need a speaker, coach or facilitator?

If you would like to book Maria for your upcoming event [contact the Infinite Growth office](#).

Maria has a [range of topics](#) which she speaks on as well as a [variety of programs](#) that she provides for individuals and groups.

[Find out what clients are saying about Maria's presentations and programs](#).

Contact Maria on **02 9687 7084** or reply to this email to discuss your requirements.

About Infinite Growth

[Infinite Growth](#) delivers [workshops](#) and [coaching](#) sessions for individuals and teams in:

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- [Business writing](#)
- Communicating effectively with [clients](#) and [colleagues](#)

Infinite Growth also offers [Communication Packages](#) and a [Self-Study Business Writing Program](#).

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