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## SIMPLE STEPS FOR YOUR NEXT PRESENTATION

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YOUR PRESENTATION CONFIDENCE TICKLIST  
*SO YOU CAN NAIL YOUR NEXT PITCH*

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**Let's talk about that presentation you've been asked to give.**

You know that moment — the email, the tap on the shoulder, the “Could you present this at the meeting next week?”

There's a split second where you freeze.

Because even if you're brilliant at what you do, presenting still feels uncomfortable.

You would love to say no... but you also know this is your chance to be seen, to influence, your chance to show exactly why you deserve the next opportunity, the bigger role, the higher pay.

This tick list is about making you feel comfortable being yourself and speaking, whilst standing in front of other people.

It's about helping you walk into that room feeling steady, clear, and like yourself — the version of you people feel drawn to and trust.

So let's get you ready.



## STEP 1

# GROUND

*Before You Walk In*

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Before you enter the room, take a moment somewhere private — the bathroom, an empty meeting room, your office.

You can even do this first thing in the morning so that you arrive at work already calm, focused, and centred.

Take a deep breath and picture the meeting going smoothly.

Then:

- Find a quiet corner.
- Take a slow breath in.
- Rise onto the balls of your feet.
- Hold for two seconds.
- Slowly lower back down.
- Repeat a few times with slow, steady breaths.

This doesn't erase nerves — it simply gives your body something solid to stand on.

And when your body steadies, your mind follows.



## STEP 2

# ALIGN

*Set Your Body Into “I’ve Got This” Mode*

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Holding yourself upright and opening your chest not only shows strength and confidence — it also allows your energy to flow and your voice to resonate clearly instead of being trapped by tension. Your body tells the story before you do.

Stand with:

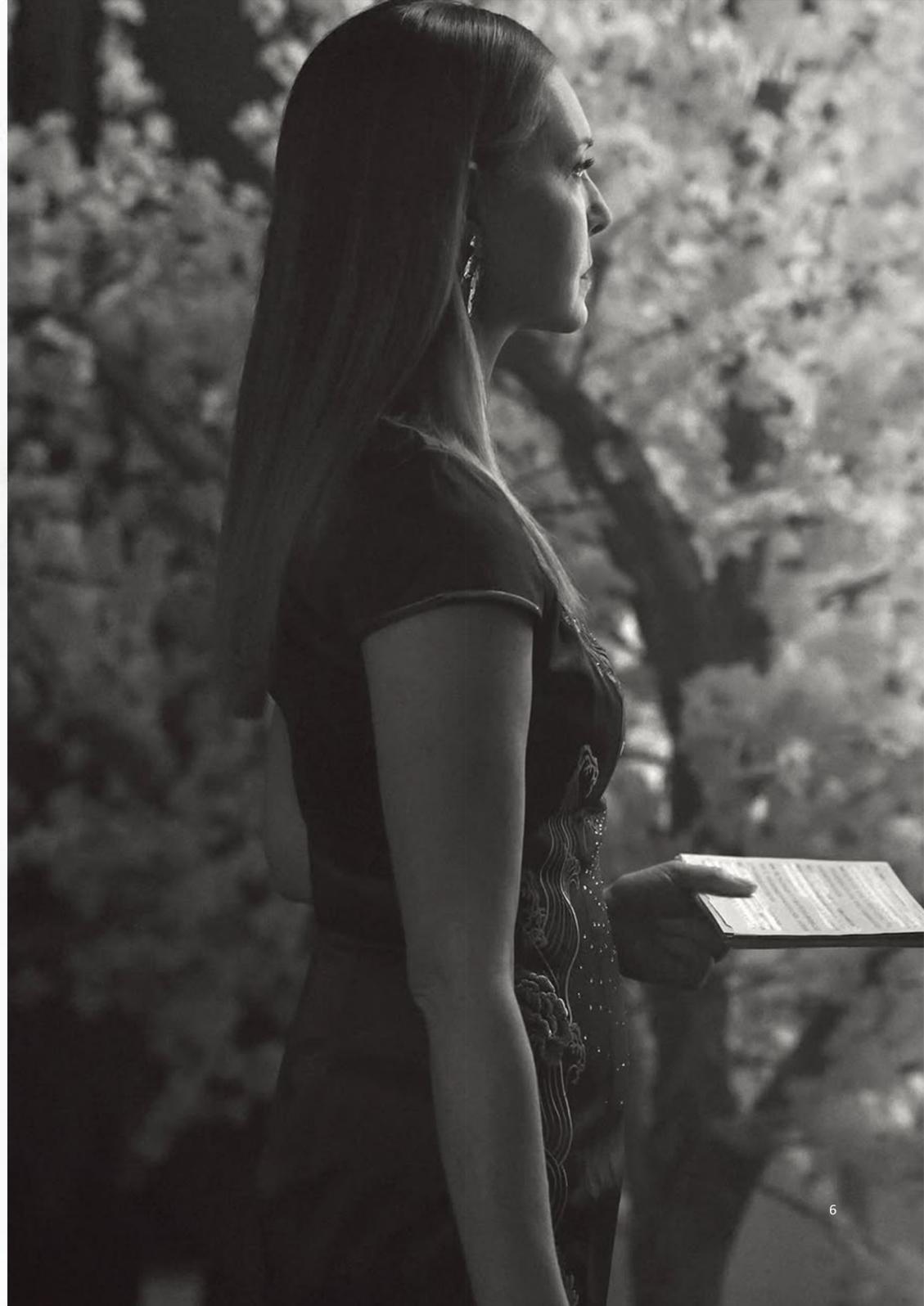
- your weight balanced,
- your chest open,
- your chin slightly lifted,
- your shoulders relaxed.

Nothing exaggerated — just your natural frame, supported and awake.

This posture reminds your brain that you’re safe and capable.

It also helps your voice come out clearer and steadier.

A few seconds of this before you walk in makes a noticeable difference.



### STEP 3

# ENTER

*Walk In With a Clear Intention*

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How you walk into the room matters — not because people are harshly judging you,

but because you settle when you know your purpose.

Have a clear reason for why you're walking into the room and what you want from the meeting.

Never walk into a presentation without knowing:

- why you were chosen,
- why this topic matters,
- and what outcome you want to walk out with.

Being clear about this brings incredible focus to your message and gives you direction when guiding the discussion afterward.

Ask yourself:

- Why me?
- Why this presentation?
- What do I want people to walk away knowing or feeling?

Just answering those three questions changes your entire energy.

When you enter with intention, you speak more calmly, stay more focused, and feel more in control — because you've already decided what this moment means to you.



## STEP 4

# CONNECT

*Look Up, Breathe, and Actually See the Room*

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Most people begin speaking the second they reach the front.

Not because they're ready — but because they're uncomfortable.

Make sure you are fully engaged with the people in the room.

And take it one step further:

Know who the influencers and decision-makers are.

Watch them carefully. Notice their reactions.

Adjust your message or emphasis based on what will resonate most with them.

Try this instead of rushing:

- Pause.
- Look around the room.
- Make eye contact with a few key people — the ones who matter most to this presentation.
- Let your shoulders drop.
- Allow yourself to settle.
- Let them see that you're fully here.

This simple moment creates trust. It also settles your nerves because you stop rushing and start leading the pace.



## STEP 5

# DISCUSS

*Guide the Room Instead of Asking "Any Questions?"*

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The most awkward moment of any presentation?

The end.

Just like the beginning, people feel awkward with silence.

They don't know whether to jump in or wait. So they freeze.

Most presenters say, "does anyone have any questions?" and then hope someone rescues them.

Instead, make this a planned part of your presentation.

Guide the conversation with questions that open things up and give people an easy path to respond.

Here are strong options you can use:

- "What part of this feels most important for your team right now?"
- "What would make this simple to approve or take the next step on?"
- "How does this fit with what you're currently working toward?"
- "What stands out as most useful from this?"

These questions keep you in a calm, steady position of guiding the room — not waiting for someone else to take the lead.



**You don't need to be fearless.  
You just need a system.**

This ticklist gives you the structure to feel steady and capable before you present — even if your stomach is fluttering and your heart is beating a bit too fast.

But this is only the beginning.

Inside **The Power of Presence**, we dive deeper into how to:

- speak with clarity
- handle nerves and pressure
- hold attention without performing
- influence the room with your voice and body
- respond when things don't go to plan
- and show up as the woman people take seriously

If you'd like to learn the full approach — the one women use to get promoted, trusted, and chosen as leaders — you can learn more here:

Find out more about **The Power of Presence**.

*Click Here!* ↗

