



Handling Leader Anxiety Checklist

Tips	Yes	No
1. Arrange the room carefully. Keep an orderly room.	<input type="checkbox"/>	<input type="checkbox"/>
2. Check everything .	<input type="checkbox"/>	<input type="checkbox"/>
3. Eat breakfast (but only a light one).	<input type="checkbox"/>	<input type="checkbox"/>
4. Get a good night's sleep.	<input type="checkbox"/>	<input type="checkbox"/>
5. Rehearse your presentation carefully, especially the first 5 minutes.	<input type="checkbox"/>	<input type="checkbox"/>
6. Dress well.	<input type="checkbox"/>	<input type="checkbox"/>
7. Obtain information about the group beforehand.	<input type="checkbox"/>	<input type="checkbox"/>
8. Arrive early to recheck everything and still have time to relax before people arrive.	<input type="checkbox"/>	<input type="checkbox"/>
9. Meet people when they arrive. Introduce yourself, shake hands, and be friendly.	<input type="checkbox"/>	<input type="checkbox"/>
10. Get learners talking early rather than speaking too much yourself in the first few minutes.	<input type="checkbox"/>	<input type="checkbox"/>
11. Learn people's names quickly.	<input type="checkbox"/>	<input type="checkbox"/>
12. Use icebreakers.	<input type="checkbox"/>	<input type="checkbox"/>
13. Practice mental imagery. Imagine yourself in front of a group and visualize a scene of outstanding performance.	<input type="checkbox"/>	<input type="checkbox"/>
14. Recall successful sessions and replay them mentally.	<input type="checkbox"/>	<input type="checkbox"/>
15. Remind yourself that you are the most "expert" person in the room.	<input type="checkbox"/>	<input type="checkbox"/>
16. Be sure you and the learners have a good time. Plan the session to be fun.	<input type="checkbox"/>	<input type="checkbox"/>
17. Don't take yourself too seriously. Too many of us strive for perfection because we accept unrealistic role models.	<input type="checkbox"/>	<input type="checkbox"/>
18. The best way to minimize anxiety is to prepare, prepare, prepare!!	<input type="checkbox"/>	<input type="checkbox"/>
19. If tension strikes during a session: <ul style="list-style-type: none"> <li data-bbox="256 1535 1242 1606">• Tense all your muscles for a count of three, then relax. Repeat this three or four times. <li data-bbox="256 1625 1242 1856">• Try deep breathing: <ul style="list-style-type: none"> <li data-bbox="305 1675 1242 1711">• Breathe in deeply for a count of three. <li data-bbox="305 1724 1242 1759">• Hold your breath for a count of twelve. <li data-bbox="305 1772 1242 1808">• Breathe out for a count of six. <li data-bbox="305 1820 1242 1856">• Repeat this three times. 	<input type="checkbox"/>	<input type="checkbox"/>