

10 SECRETS TO IMPROVING YOUR SPEAKING SKILLS

Public speaking. It's one of our most common phobias – an estimated 95% of us experience some anxiety or nervousness before we present. It's no wonder that most of us never have a chance to improve our speaking skills: We are too busy avoiding it!

Here are some basic tips to help you improve your delivery on your own:

1. **Be brief:** The average attention span is getting shorter so don't dwell on a specific subject too long – or make sure you break up your talk into manageable chunks that your audience can concentrate on.
2. **Ask questions:** You can keep your audience engaged by stopping periodically and asking them whether they understand, or you can throw them a question that encourages interaction.
3. **Know your audience:** Speak their language. "If you're selling a skateboard, for instance, your semantics are going to be a lot different than if you're working with a litigation attorney,"
4. **Work on your tone:** Evolutionary psychology suggests people respond better to deep male voices and high female ones.
5. **Avoid fillers:** Like, um, you should, ah, not do this. Most of us dislike the way we sound but it's a good idea to record your performance in a presentation so you can pick up fillers and other idiosyncratic behavior, and work on changing them.
6. **Learn to pause:** Pausing can help you highlight important parts of your message and allows your audience to more easily absorb the information you're presenting.
7. **Stand close:** Experts suggest you speak 2.5 to 7 feet from your audience to create a more personal, social relationship.
8. **Make eye contact:** Don't glance from one audience member to the next. Instead, make visual contact with individuals, one at a time.
9. **Stand confidently:** Keep your shoulders back, arms to your sides or in front of your body to make gestures – and smile.
10. **Be personable:** Telling canned jokes can make you seem predictable. Instead, tell a humorous personal story that will break the ice and build an instant connection with your audience.

"Unless you try to do something beyond what you have already mastered, you will never grow."

Ronald. E. Osborn

Where Lean Thoughts can become Reality

ROAD TO GREATNESS

Here is something that Jim Collins, author of *Good to Great*, *Built to Last* and *How the Mighty Fall* shared with the audience to get started on the road to greatness. This checklist will enable you to assess your organizational and personal priorities and get them in alignment. Make sure you download the diagnostics checklist ... It will provide you with personal insight and guidance.

1. Do your [diagnostics](#).
2. Don't focus on your career; focus on building a pocket of greatness at every step.
3. How many key seats are on your bus? What percentage are filled with right people? What are you going to do to raise that percentage?
4. Double your questions to statements ratio in the next year.
5. The first question is: How is our world changing and what are the brutal facts? What are the brutal facts inventory?
6. Turn off your electronic gadgets and create white space — one day every two weeks.
7. Create a "stop doing" list. We can only manage our time, not our work.
8. Get inside your [personal hedgehog](#).
9. Stop giving titles. The right people for key seats understand they do not have a job; they have responsibilities.
10. Set a Big Hairy Audacious Goal for at least 15 to 25 years in the future.

SOME COOL LINKS TO WATCH ON A SUNDAY MORNING

High Tech Car Factory Possibly you have seen this before, but if not it is pretty neat,, WELL WORTH YOUR TIME TO WATCH...AMAZING

[Volkswagon](#)

Taking Ballet to a new level ... Everything can be improved

[Ballet](#)

Folding a Tee Shirt in seconds

[Japan Tee Shirt Folding](#)