

The Night Before the Big Day

Advanced preparation will help reduce your communication anxiety. Use this checklist to make sure you are prepared for the Big Day! Everything on this checklist should be completed the day before your speech.

In order to make sure I am well rested I plan to go to bed by _____ pm.

I will have all items on this checklist completed by _____ pm. (List a time that's earlier than your bedtime)

- 1) Practice your speech in front of the mirror. _____
- 2) Make a list of all the materials that you need to take to class tomorrow and put them in your bag so that they are ready to go in the morning. _____
- 3) Pick out your speaking attire for tomorrow. _____
- 4) List the items that you will have for your healthy breakfast. (Use the examples in table 2.2 for guidance.) _____
- 5) In your text you learned how important it is to visualize success and think positive in public speaking. Write down three positive things about yourself in the spaces below. _____
 - a. I am ...
 - b. I am ...
 - c. I will ...
- 6) Practice one of the relaxation or meditation techniques listed in your text. _____
- 7) Get a good night's rest and know that you will do very well tomorrow. _____