**Managing Performance Anxiety**

**Recognize that everyone feels anxious before a presentation.**

**Recognize that you will always feel more anxious than you look.**

**Allow time for research and rehearsal.**

**Use your preparation time effectively.**

**Be well-rested and fed.**

**Think positively. Don’t dwell on possible problems.**

**Act calm to fell calm.**

**Focus on the audience and topic, not on your own nervousness.**

**Practice relaxation techniques so that you are proficient before the day you present.**

**Speak before an audience as often as you can.**