From Script to Memorized

A Five-Step Guide to Delivering Confidently Without Notes

Here is a quick description of my five-step process to translate your presentation from the paper to the eventual delivery of your presentation without the use of extensive notes. This is a process I follow whenever I am preparing for my presentations. By following each step, you will be guaranteed to increase your confidence and greatly improve your ability to deliver your presentation without needing excess notes or power point slides with wordy text.

Here are 2 tips to help you get the most out of this process:

Tip #1: Follow each step-in order

As you utilize these steps it is best to follow each one in order. The process works most effectively if you do not skip steps along the way. This system works if you work this system.

Tip #2: Give yourself enough time to work the steps

To get the most out of this 5-Step approach it will be essential that you give yourself enough time to implement each new element in the process.

1) Write a Script

If you have the time, it can be very helpful to write out fully what you would like to say word for word. This can be time consuming and keep in mind, with exception of certain situations, the script you write does not need to be memorized exactly. What investing the time and energy to script out your speech does, is allow you to become clearer with the message you would like to share with your audience.

2) Detailed Outline

Take the script and break it down in an outline format to help you move away from trying to memorize word for word and become more natural in your presentation style. A "detailed outline" means you find the major points and create an entire series of sub-points in your presentation the support the major points. You may even have additional points and notes for your sub-points.

3) Bullet Points

Once you have your outline, next is to narrow the outline into bullet points with a very brief description of your points. (For example, this 5-step process is in a bullet point format with just enough information to help me remember the main point of each piece).

4) Key Words

Usually, your key words are the bullet points minus the brief description. The idea is that when you have worked enough on your outline and bullet points that looking at just the key words should trigger your ability to remember what you wrote in your script. By remembering these key points and not focusing on your script you can then be much more natural and authentic in your message. You will no longer be scripted.

5) Images

Once you have your key words that should trigger you to remember the script you have the option to create images for each key word. This usually shows up as an image in your PowerPoint or slide deck. You can also just imagine the images in order of the key words and you will then have a memorized presentation without written notes.

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