

# TIPS TO CALM YOUR NERVES

While Public Speaking or Making a  
Fundraising Ask

Version 1.0



## **TIPS TO CALM YOUR NERVES**

### **While Public Speaking or Making a Fundraising Ask**

*Recognize that you have something important to say and that your audience is there because they are interested in hearing it. Focus your attention away from your own anxieties and outwardly toward your message and your audience. Your nervousness will dissipate.*

### **It's Good to be Nervous**

The butterflies in your stomach and the shaking of your hands and feet are caused by adrenaline - your body is in fight or flight mode. This is good because it will provide energy to your speech and will keep it from being boring or flat. The key is to use this energy for good and for it not to take over your speech.

### **Butterflies or Queasy Stomach**

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### **Quaking Voice**

Before giving your speech you want to make sure to “warm up.” You get the quivers out by expending energy. You could sing (something cheerful), traditional choir warm-ups (la, la, la, la) or read aloud (practice giving your speech or read a newspaper out loud). Over-enunciate and go over many vocal ranges. Also, while we may feel that our voice is quaking when we're speaking, it is often not noticeable at all to other people. AKA, it's worse in your head than in reality.

### **Remember to Breathe**

While giving your speech remember to pause and breathe. For many people nervousness causes them to speak too quickly. Remember to pause, breathe and give the audience a chance to react to what you are saying.

## **Shaking Hands**

Before your speech, roll your shoulders forward and back to relax them. Also roll your head from side to side to relax your neck. Stretch your arms to relieve tension and expend energy. Finally, right before your speech, press your palms either together or on top of a table or desk to expend the energy out of your arms.

## **Trembling Feet or Legs**

While sitting, press your feet into the floor as hard as you can. Try walking at a slow and regular pace and breathing deeply.

## **Dry Mouth**

Keep a water bottle on hand and drink as needed. People will expect this.

## **Um, Ah, Etc**

When you find yourself stumbling, pause, take a deep breath and refocus yourself back on your message. Work on eliminating these vocal fillers by substituting therefore, moreover or additionally. These don't sound like fillers but give you time to think of your next point.