

Simple Presentation Planning Sheet.

Don't plan a talk on your computer, close it down, take some time out and work through this sheet first. It'll be worth it.

What is the purpose of your talk?

What do you want them to walk away with?

What is in it for them?

What are your 3 main points?

Main point	Supporting content i.e. stories, case studies, video, data etc.	Supporting content i.e. stories, case studies, video, data etc.
1		
2		
3		