

# Presentation Planner

*"Powerfully land a small number of big ideas."* TIM POLLARD

**What is the purpose of the presentation?** (choose all that apply)

- Inform       Inspire       Persuade       Entertain       Train

**What is the big idea of your presentation?** (What do you want the audience to think, feel, or do?)

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**What is the main structure (outline) of your presentation?**

- Main Point #1
- Main Point #2
- Main Point #3
- Add more if needed

**How can you enhance each main point with quotes, stories, examples, analogies, and demonstrations?**

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**Where in your presentation can you involve the audience?**

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**Is the presentation tight and cohesive?** (No information overload. Nothing that doesn't contribute to the big idea)

**Are my slides simple and visually appealing?**

**The Opening: How can you give the audience a reason to listen?** (WII-FM)

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**Conclusion: How can you inspire the audience to a better future?** (Application and Imagination)

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