

10 Common Presentation Mistakes

- How many of these mistakes have I made in the past?
- What will I do in the future to master this mistake?

1. Muddling your message and losing your focus by failing to write Clear Objectives.
2. Reinventing the wheel for each presentation by failing to maintain a Presentation Arsenal of frequently-used content.
3. Neglecting to maximize initial audience influence by not using a Host Introduction.
4. Losing your audience, rapport and credibility by wasting the first three minutes of your presentation.
5. Boring your audience to death by failing to vary your presentation delivery style.
6. Becoming overwhelmed and unfocused by not incorporating Breathing Spaces.
7. Failing to obtain audience feedback and support during and after your presentation.
8. Confusing, wearying and ultimately losing your audience by not Pre-summarizing and effectively closing.
9. Making a fool out of yourself by beginning a presentation without being fully prepared.
10. Holding inefficient, time-wasting meetings by failing to
 - a. prepare and pre-distribute agendas with clear objectives and guidelines,
 - b. solicit audience involvement and feedback, and
 - c. clarify required actions.

Add Your Own Common Mistakes:
