

# THINK FAST. TALK SMART.

## Effective Speaking In Stressful & Spontaneous Situations

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Participating in meetings, providing feedback, and facilitating Q&A sessions can be very stressful! However, with the right mindset and proper practice, you can communicate in a confident and compelling manner.

### SPEAKING UP WITHOUT FREAKING OUT: MANAGING YOUR ANXIETY

- Greet your anxiety – “This is me being nervous.”
- Reframe speaking as a conversation, not a performance.
- Be in the present and avoid focusing on future concerns.

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### THINK FAST. TALK SMART.

1. Dare to be dull.
  - Get out of your own way
2. Yes and...
  - Reframe as an opportunity
3. Don't just do something...Stand there.
  - Slow down and listen
4. Structure sets you free.
  - Tell a story
5. Do what's needed.
  - Be concise

"Plans are worthless, but planning is everything."  
-Dwight D. Eisenhower

## SPONTANEOUS SPEAKING STRUCTURES

Situation	Structure
Q&A	<b>A</b> nswer question concisely <b>D</b> etail the answer through an example <b>D</b> escribe the value of your answer to the asker
Introduction/Toast	What? So what? Now what?
Constructive Feedback	I like- I like – I need
Accepting Recognition	<b>T</b> hank your audience <b>A</b> cknowledge the award/accomplishment <b>K</b> eep the momentum going <b>E</b> nd with impact
Pitching/Persuasion	Problem (Opportunity)-Solution-Benefit

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To learn more about confident and compelling communication, check out Matt's book *Speaking Up without Freaking Out: 50 Techniques for Confident and Compelling Presenting* and visit [BoldEcho.com](http://BoldEcho.com) and [NoFreakingSpeaking.com](http://NoFreakingSpeaking.com).