

Post Presentation Self Assessment Worksheet

FIRST IMPRESSIONS

- Yes No Was my styling on brand? If not, what could be changed?
- Yes No Did I exhibit an open and warm posture?
- Yes No Was my personal styling/hygiene (make up, hair) on brand?
If not, what could be changed?



Use this space to reflect on what went well and where you feel you can improve.

NON-VERBAL COMMUNICATION

- Yes No Did I hold consistent eye contact with the camera?
- Yes No Was my energy on point?
- Yes No Was I comfortable?
- Yes No Did I appear confident?
- Yes No Did I vary my tone and was I conversational?

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NON-VERBAL COMMUNICATION

1 - How was my body motion?

2 - How were my expressions?

3 - How were my hand gestures?

4 - How was my head movement?

5 - How was my voice volume?

6 - How was my speaking speed?

7 - How were my pauses?

8 - How was my breathing?



Use this space to reflect on what went well and where you feel you can improve.

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DELIVERY AND MESSAGE

- Yes No Did I use business jargon and fillers, {i.e. “We want to synergize end-user applications.” acquire vs. buy)? If so, what were they?
- Yes No Did I provide easily understood messages?
- Yes No Was I enthusiastic?
- Yes No Was I present and in the moment?
- Yes No Did I answer the questions asked?
- Yes No Was I able to easily transition to my talking points?
- Yes No Did I use verbal tics (Like, ya know?, right?, ummm, sort of, OK, like I said, well, I mean, erm, ah)?
- Yes No Was I engaging?
- Yes No Did I let the audience in and did I connect with them?
- Yes No Were my messages of value to my audience?
- Yes No Did I give good examples?
- Yes No Did I leave with a stated CTA (Call to Action)?
- Yes No Did I use good, simple words?
- Yes No Did my message have identifiable, focuses, and simple key points?

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DELIVERY AND MESSAGE

- Yes No Did I tell relevant stories?
- Yes No Did I change up my sentence structures?
- Yes No Was I concise? (i.e. sold off vs. sold, top politician vs. politician, most especially vs, especially)
- Yes No Did I repeat the journalist's questions, or fall into traps?
- Yes No Did the interview end in the defensive? If so, why?

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