

# *presentation* CHECKLIST

Use this before any meeting, update, or presentation.

1

## Write the answer first

Before you open your slides:

My recommendation is: \_\_\_\_\_

If you cannot write the answer in one line, you are not ready to present.

2

## Open the meeting this way

Your first sentence should be:

"My recommendation is \_\_\_\_\_  
because \_\_\_\_\_."

Then stop talking.

This gives your audience context for everything that follows.

3

## Organize what you say

Use this order:

Answer → Reasons → Proof

- State the decision
- Give up to 3 reasons
- Show only the data that supports it

Leading with the conclusion helps your audience quickly understand your main message

## Fix your slides

(60-second check)

Before presenting, scan your deck:

- Each slide title states the takeaway
- One message per slide
- Key insight is obvious
- Extra text removed

A slide should make its main point clear to someone seeing it for the first time

4

## Remember what leaders are deciding

They are evaluating:

- your judgment
- your clarity
- whether they can act on your recommendation

Your audience is not evaluating how much work you did.

5

Strong professionals are not judged only on their work.  
They are judged on how clearly they communicate  
what the work means.