



PLAYING 100%

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METHODS FOR BRINGING
OUT THE BEST IN YOU IN
ANY SITUATION OR PROJECT

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OUT THE BEST IN YOU IN
METHODS FOR BRINGING

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Table Of Contents

Foreword

Chapter 1:
Mighty Tips For Speaking Preparation

Chapter 2:
Being Relaxed In Situations

Chapter 3:
How To Reach People While Speaking

Chapter 4:
Oozing Confidence

Foreword

Let's face it... Dealing with people and making presentations is a part of life and business from a room full of co-workers or prospects to just speaking to someone at a party....

Your domain is about to get altered. Matters are going to appear very different - really soon! Simply reading this book and about the concept of speaking, delivering a presentation and confidence will affect the way you think – and are essential for doing your best! Speed up the process - read it a couple of times quite rapidly instead of once slowly.

Turbocharge the formula - attempt to guess/remember, what the next page is about prior to you getting to it. Mesh it into long-term memory - read it at the least once a day this week and then a few times next week. Make it part of you - explain it to somebody else. Make it 2nd nature - hit the hay thinking about the significances in your areas of interest.

Almost any life or business situation may be turned around and be made a better experience with these tools! We've discovered a way of thinking of and approaching matters. It's easy, fast and effective, but (plainly!) Rather different from the established approach, so you'll need a bit of practice before it gets to be second nature to you. The attempt is worth it, however, as it will work - without fail, every single time - in any state of affairs when dealing with business and or others!

1. Vocation. Individuals at work who can communicate better go up the ladder quicker. Employers prefer employing individuals with public speaking and communication skills. This is because talking with your colleagues puts them at ease about you, helps you get your job done quicker, and gets what you want done across much easier.

2. Mental. You feel more beneficial about yourself. Successfully speaking before a live, listening audience better your self-assurance, poise, character and sense of fun. You become less self-aware, nervous, and may control higher levels of tension.

3. Opportunities. Oral presentation positively impacts all facets of your life. Being able to speak publicly opens up fresh opportunities undreamt of in your former life. You'll discover yourself more eager to take part in causes you sincerely believe in, interact more with individuals of the opposite sex.

You'll find yourself assertively asking questions to clarify a problem, take the lead in a cause, or calmly explain a barbed situation without snapping. The effect of speaking on your life is exponential.

Oral presentation is a crucial addition to the human repertoire. Technical knowledge is just as vital, but the power to speak well takes your abilities and gifts beyond the borders of your own skin and into the hearts and minds of other people.

Go for it!

Playing 100%

Methods for bringing out the best in you in any situation or project.

Chapter 1:

Mighty Tips For Speaking Preparation

Synopsis

You know, it's sort of intriguing. There's opportunities when you're in the world for speaking to individuals. You're going to be meeting people and have opportunities to speak through your career, seeking opportunities, talking to individuals, seeking the ability to be able to say your words to draw in the individuals that are listening. Preparedness is a huge part of this. When you're working out what it is you're going to talk about , you've got to make certain that your thoughts are down on paper logically delivered in a manner that lets you flow through every thing that you're going to discuss .

Be Ready

Prepare your message thoroughly. Understand precisely what it is you would like to bring across to your audience...and how come. Knowing the aim of your oral communication will help focus and direct your thoughts, therefore allowing you to be at ease when it comes time to deliver your message.

Additionally, other people find it helpful to practice physically” (or out loud—as though they were in reality giving a presentation...the only difference is, they're talking to an imaginary audience) prior to their presentation. While other people want to practice “mentally” (visualization exercises). As a matter of fact, most or all peak performers (from speakers to athletes...you name it) perform visualization exercises prior to their real performance. (This may mean days, weeks, months, or even years beforehand depending upon the sort of performance—and these exercises are commonly executed on a daily or steady basis.) Utilize what works for you.

(For those who are not too acquainted with the term visualization, which is occasionally called mental imagery or mental rehearsal, essentially, what you do is you suppose in your mind's eye the sort of performance you'd like to give...with as much detail as conceivable...and likewise, the sort of end result you'd like from your performance. And it may be done with your eyes open or shut.

Note: Visualization exercises are much better and potent when done in what is called “affiliated” mode [meaning, you're visualizing your environment from inside your own body—for instance, imagining the audience before of you...imagining how receptive they are... When

you're feeling positive and relaxed where you're standing...and so forth—and not observing yourself from a distance...and with lots of vivid and positive feelings. Even more beneficial when you are able to include as many of your 5 senses as imaginable in your visualizations.)

Naturally, ready what you're going to wear, as well as, the materials (ex. visual aids) you plan to utilize. Likewise, if you want to get directions on how to reach the locale where you'll be talking, do this way before hand. That way, you won't feel rushed at the eleventh hour.

The better prepared you are overall, the more at ease you'll be before and during your presentation. (Naturally, if it's going to be ad-lib or impromptu speaking, then simply do your best to form your thoughts as quickly as you are able to with whatever time you're rendered. Center on your aim for speaking. Ask yourself, "What's the subject matter I wish to communicate? Why do I wish to impart this message?" And remain at ease as much as conceivable.

Chapter 2:

Being Relaxed In Situations

Synopsis

Being in a relaxed state is crucial to accomplishing optimal performance in any endeavor. It's crucial when you're taking a test, giving a presentation, having an employment interview, dealing with your youngsters, and so forth. You name it, being at ease will increase your productivity in it. It's a critical stepping stone to peak performance. If you're not at ease, everything you do will be a battle. Relaxation renders a mind-body integration essential for peak performance.

Being At Ease

Wear something suitable and comfortable for the occasion. Once you look good (or once you know you look good), you tend to feel great. When you're less self-conscious, you tend to be more relaxed. Whether we acknowledge it or not, the way we look for some reason affects the way we feel. Naturally, don't leave out suitable grooming.

Be confident that what you have to talk about matters. Be confident of the importance of your subject matter. Exercising this will put you at ease and will make you seem more confident (and most importantly, congruent).as a matter of fact, do your best to talk only about matters/issues you really believe in or are passionate about. Your strong belief and passion will by nature shine through. This will make you much more credible to your audience. Remember, your listeners will only trust you if they first sense that you believe in what you're stating.

Place yourself in a “surefooted” state. There are a lot of ways to accomplish this. Among the best ways that I've discovered is to “act as if” you were already surefooted (that's if you sense you're not quite in the “surefooted” state yet). Walk and talk the way you would if you were already exceedingly positive.

Occasionally, it helps to ask yourself the accompanying questions:

- “How would I feel right now if I were utterly surefooted?”
- “How would I take a breath?”
- “Which way would I stand?”
- “Which way would I walk?”
- “Which way would I talk?”

➤ ...And so forth.

A different first-class way would be for you to conceive of a time in the past when you were altogether confident...then impart that state to the here and now...and talk/present while in this state.

Ask yourself the accompanying questions:

- “When, in the past tense, was I utterly confident?”
- “How did I take a breath?” How did I stand?”
- “How did I walk?”
- “How did I speak?”

...And so forth.

(It's really crucial that when you postulate these questions, and when you cause these visualizations, you're not conceiving of yourself outside your body as though you were observing yourself as an actor/actress on a movie screen. You have to be in your body...witnessing things in the outside world from within your own body.)

Likewise, when asking the final few questions (while conceiving of a past surefooted state you were in), all you have to do is envisage a time when you were perfectly confident...and it doesn't matter what you were executing at the time, as long as you were utterly surefooted. It doesn't have to be a preceding speaking position...while if you could call up a time that would be good. (Your chief goal is to bring that preceding, empowering state into the here and now so that you'll be in an empowered state to execute at your peak in the here and now.)

Maintain your attention/centering away from yourself...at any cost. Put differently, avoid being self-aware at any cost...as uneasiness is

among the greatest causes of jitteriness. Center alternatively on the message you wish to bring across to your audience. Center on why you're there....why you're speaking to them. Likewise, prevent or interrupt any damaging or disempowering inner dialogue. At once interrupt the pattern when you hear the damaging voice within you stating things like: “Oh-oh! They’re all looking at you... sizing you up...labeling you...blah-blah-blah.” Muster up an effective way to block off that damaging voice occasionally, just disregarding it and at once altering your focus works. From time to time, it might help to internally scream, “Whoa!” or, “quit IT!”...and then at once alter focus. The key is to break up the pattern as soon as you see it. Don’t provide the ogre a chance to grow. Prevent showing it any power over you. Crush it while it’s small. Then alter your focus at once.

Take a breath naturally and in a relaxed manner. To begin with, you might need to monitor your breathing once in a while to make certain you're breathing naturally—and in a loosened up manner. You can commonly tell if you’re not taking a breath naturally, as when you're anxious, your stomach muscles either tend to tense unnecessarily, or your breathing tends to be shallow/quick...or both. And as a consequence, you feel uncomfortable, which is disempowering. And that's not good for your performance. After a while, you won’t have to pay attention to your breathing as much. As a matter of fact, as time passes, you'll get used to taking a breath naturally—and in a loosened up manner—even under pressure.

If you catch yourself being tense or nervous, with your heart beating quickly , be cognizant of the way you take a breath...then do the same once you find yourself in a loosened up mood.. Once you're more cognizant of the difference, you'll naturally utilize what is better for you, more often, and unconsciously...

Chapter 3:

How To Reach People While Speaking

Synopsis

Effective oral presentation skills let you express yourself. This has become utterly imperative in the information age which we dwell in. Learning to talk effectively in public is plainly crucial for master's students, political leaders, salesmen, and presenters, however are you aware that every single individual may benefit from learning how to appeal to big audiences? Oral presentation lets you overcome your dread of groups, and lets you better and more freely convey yourself, regardless what your ideas.

Presentation

Talk as though you were talking to a close acquaintance or loved one (in a conversational manner). Look at people in your audience, eye to eye...as though you were conversing with them one by one (as though you were sitting across the table/room from them). Talk straight to one individual for a couple of seconds, then move on to somebody else...and continue repeating this. As a matter of fact, when you do this, you'll feel more at ease as you'll feel like you are speaking to individuals (just like in a conversation) and not to a "group" of individuals. And not only will you seem very surefooted and at ease, your audience will automatically feel easy and relaxed. As a result, they'll be more receptive to your subject matter. (Remember, self-assurance and being comfortable are catching.)

Forever remind yourself that it's all right to make errors. Provide yourself permission to make errors. It's perfectly all right. You're only human. Even the greatest achievers in the world cause them. As a matter of fact, everyone causes them. (Make the decision before hand, before talking in front of any group, that you'll let yourself make Errors...to not look clumsy or foolish.)

Essentially, what I'm advising is that you go out there and do your finest, or give your all, while at the same time, understand that you're willing to forgive yourself (and willing to carry on accepting yourself) whatever the consequence might be.

It doesn't make you a foul individual or a chump if you make errors accidentally. (If you cause it by choice, then that's another story. Besides, who in their correct mind would "contrive" to make errors beforehand?) Learn from your errors, and then go on.

By presenting yourself permission this way, you'll become more at ease. How come? Because what brings on tension, stress, or jitteriness in the 1st place is when a part of you is stating, "You have to be perfect. You have to accomplish this perfectly."

You can't mess up regardless what happens or else individuals will see you as a loser." While a different part of you just wishes to naturally go with the flow...not contributing a care for anything. This sort of inner battle (between the different components of you) is what induces stress, tension, or jitteriness.

Convey yourself in full and freely...with your entire being. Allow your conviction, exuberance, and passion to show. Loose them in full and freely. And let it be experienced by your audience. (If it helps, you are able to envisage beams of light emanating from you, infiltrating each of your audience members.) Avoid suppressing. Simply let go.

When you do this, you'll by nature become more surefooted. When you're speaking from your very center, simply letting your natural feelings flux outward, somehow, you tend to forget about concern or jitteriness. And doing this commonly leads to peak performances (being in the "flow").

Be wholly in the here and now-in the present. While you're talking, keep your thoughts away from the past tense or future tense (as centering on the past or future may produce anxiousness through the gushing in of damaging thoughts). Likewise, prevent considering the outcome, as well as, your anticipations of the final result during your speech. Merely flow. Absorb yourself wholly in what you're doing (in

this case, talking) in the here and now. This will help you greatly in executing at your peak.

Prevent the need to acquire approval. What do I mean by this? I'm talking about your attitude or mind-set while you're talking as it bears on your physiological state. The mentality that states, "It's all right if he/she declines my argument.

When you're centered on attempting to impress other people (because of your need to acquire approval), you'll wind up stating or doing things you truly don't wish to say or do and this is what drives tension/anxiety. You'll wind up undermining your own efforts. Put differently, it's you who's something valuable and good to provide your audience, you shouldn't seem like you're begging for approval. Whatever the case might be, merely accept the final result and go on.

Chapter 4:

Oozing Confidence

Synopsis

Elevated layers of self-assurance are crucial - But how come?

Merely as it determines how much you accomplish in life and as it has a major affect on your happiness. Self-assurance may be defined as your appraisal of your own self-worth. This is approximately the same as your self-respect. And that's closely related to the variance between your self-image (how you see yourself) and your ideal self (how you'd ideally like to be). The greater the gap, the less surefooted you are. And self-assurance enables a individual to take risks, to challenge themselves and advance to fresh achievements: it allows for the belief that if things fail, they can be put right, that you've enough resources to cope with the unforeseen and unknown aspects of the state of affairs.

Being Confident

Believe in the might of your mind (more specifically, your subconscious). Believe that it will deliver the correct words at the correct time. Reinforce in your being the notion that your mind will deliver the correct words at the correct time. Meaning, if you're talking without the aid of a composed script (where something is read word for word or verbatim), like a few do (other people, like myself, want to simply put down key words in logical patterned advance to serve as reminders), prevent worrying about what you're going to talk about next.

If you understand your subject truly well, your subconscious will bring about the correct words at the correct time (particularly if you went over the material of your speech a lot of times before your presentation)...if you'll simply allow it...if you'll simply trust it. But you must be in the correct state for this to form effectively.

You must be in a at ease, surefooted, and “believing” state. A state where you “simply recognize” that the words will come. (Naturally, it helps greatly if you're talking about a subject you're passionate about.) You have to trust in your mind's power to deliver. The more you cause this, the more your brain will mechanically deliver when you require it to.

Somehow, the subconscious wishes to be trusted. The more you believe it, the more it wishes to be worthy of that trust. Put differently, it will discover ways to warrant that you're right in trusting it. And if you don't believe it, it will likewise discover ways to rationalize that you're correct in not believing it.

In reality, there might be times when your brain just goes blank (for a minute or two), somehow, and you don't remember the word/term you want to utilize in a sentence.

In a case like that, simply remain at ease and wait with patience. Simply wait in an "at ease" and anticipative state...and in time, the correct word will follow. (Whatever you do, prevent panicking. The more nervous you are, the more difficult it will be to recall the correct word. Remember, the less you believe your mind, the less it will wish to deliver.)

Besides, if you remain serene, most of the time, individuals won't even detect that there's something haywire. They'll believe it was simply a normal pause, or you did it deliberately for effect. Put differently, the course of your presentation will proceed smoothly without disruption. And you'll go on to be perceived as being "in charge" of the state of affairs. Remember this:

The more you believe your mind, the more it will fork out. And the more your brain forks over, the more surefooted you'll get in speaking situations.

Choose beforehand to tell the truth regardless what. Naturally, this is nothing novel. You already understand that when you're telling the truth, you're much more at ease or relaxed. How come? Merely because what you talk about and what you trust to be true are in harmony. There's no battle inside.

Whereas, when you're lying, there's that voice within you stating, "What if they know?" Or, "What if I'm ever discovered?" it places you in a disempowering or un-resourceful spot. And it negatively bears on

your performance. Worse, you'll lose your audience's trust when they sense you're not telling the truth (they'll in some way sense it, subconsciously). And when that occurs, it will be ended. When your believability dies, everything else dies.

Believe that you are able to manage whatever comes your way. This is among the largest and most crucial lessons I've learned about effective speaking/presenting. In point of fact, every good speaker/presenter executes it, whether consciously or unconsciously.

They'll talk about or do the incorrect things at times and they'll merely laugh it off or make a gag out of it. And then they'll go along as though nothing took place. They're able to systematically do this as they've merely learned to trust in their ability to manage whatever comes their way. By dominating this precept, you can go really far as a speaker/presenter.

In point of fact, if you happen to fall short in other areas, but you've this quality, you'll be able to confront any unforeseen event with a sense of composure (while other people would panic in the same spot). In point of fact, this doesn't only apply to speaking/presenting, but to life at large.

Essentially, you're stating to yourself, "Regardless what happens, I recognize I can manage it. If I make an error, so what? It's not the end of the Earth. Likewise, I permit myself to make errors. I'll learn from this and go on." Once again, dominate this precept...and you'll go really far as a speaker/presenter. Most especially, you'll have the force and courage to take on anything in life.

Wrapping Up

Speak as frequently as conceivable (while applying all the precepts you've studied here). Consciously look for ways to speak before other people. Capitalize on each chance to express your thoughts to other people (whether it be person-to-person or a group setting)—while implementing the precepts you've learned—and your self-assurance level will skyrocket. As a matter of fact, as time goes by, addressing others will feel increasingly comfortable and natural to you.

With ceaseless practice, you acquire more mastery. And as you acquire more mastery, your confidence grows. Become used to dealing with the unforeseen (or uncertainty). Put differently; don't wait till you have all the answers, or till you know it all, before conducting any action. Don't wait till all circumstances are perfect prior to taking the essential steps you know you ought to take.

By dominating this skill, you'll be able to go out there in the cosmos with bravery and self-assurance, calling for one action after another, regardless what the circumstances might be. You'll be so used to coping with the unforeseen (having the power to manage anything that comes your way) that even during times when you're not quite a hundred percent organized, you'll feel surefooted in calling for action.

Michael Angelo, painter, statue maker, and architect was at one time asked how he could make such brilliant statues. And he replied, "The perfect statue is already there inside the block of marble. I merely chip away at the excess."

And so it is with life. It's already there inside you. You only need to produce or contrive ways (like the ones I shared with you here) to chip away at—or do away with—any unneeded fears, worries, apprehensions, and so forth., so that the gifts inside you will be let loose more fully..