

Presentation planner

Presentations are effective when they follow a clear structure and stick to time.

The presentation planner sheet can be used to plan and structure a talk (on the next page).

Title, date, time, venue and audience:

A note of the essential details act as a reminder of what, where, for whom and by when.

Objective(s) and key point(s):

Keep the objective(s) and key point(s) in mind throughout. This will help you focus on these, communicate them to your audience and keep your presentation relevant.

Resources and equipment:

Find out what will be available at the venue and if possible familiarise yourself with any equipment or technology you plan to use. You be more relaxed and confident if you practice using equipment such as a microphone.

Note down anything you need to take and arrange to get it (e.g. whiteboard pens).

Questions and extra slides:


When you practice your talk, try to think of any questions that the audience may want to ask so you can prepare and practice any answers. If appropriate, you could prepare additional backup slides to help you respond to questions.

Feedback and reflection:

You can use the planner to make a few notes on what you felt went well, what didn't, what (if anything) you would change next time.


Self-reflection can help you assess where you are and how to move forward. If presenting makes you feel anxious, when did you feel most anxious and when did you feel most comfortable? This can help you find strategies to cope in the future.

If you are given feedback on your presentation, take some time to use it. What was well received and what wasn't? Which tips can you use in the future.

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Presentation planner

<p>Title: _____</p> <p>Date: _____ Time: _____</p> <p>Audience: _____</p> <p>Location/venue: _____</p> <p>Objective(s) and key point(s)</p> <p>Introduction/beginning: _____</p> <p>Middle: _____</p> <p>End/conclusion/discussion: _____</p> <p>Resources and equipment: _____</p> <p>Feedback and reflection: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Timing</th> <th>Plan</th> </tr> </thead> <tbody> <tr> <td style="vertical-align: top;">[Start]</td> <td rowspan="5"></td> </tr> <tr> <td style="vertical-align: top;">[Finish]</td> </tr> <tr> <td style="vertical-align: top;">[Question(s)]</td> </tr> <tr> <td style="vertical-align: top;">[Extra slide(s)]</td> </tr> <tr> <td style="vertical-align: top;"> </td> </tr> </tbody> </table>	Timing	Plan	[Start]		[Finish]	[Question(s)]	[Extra slide(s)]	
Timing	Plan								
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[Extra slide(s)]									

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Timing and your plan



- Always aim stick to your time.
- If you have 15 minutes, do not try to squeeze 20 minutes worth of content in (slides and explanation).
- Keep the timing plan in view when you present so that you know roughly where you should be.
- Check half-way through. If you are behind schedule you may have to drop a section to finish on time.
- Decide in advance what parts in the second half are less important and could be skipped.
- Tell your audience what you are doing so they don't get confused.

Presentation planner

Title:	
Date:	Time:
Audience:	
Location/venue:	

<p>Objective(s) and key point(s)</p> <p>Introduction/beginning:</p> <p>Middle:</p> <p>End/conclusion/discussion:</p>
Resources and equipment:

Feedback and reflection:

Timing	Plan
[Start]	
[Finish]	
[Question(s)]	
[Extra slide(s)]	