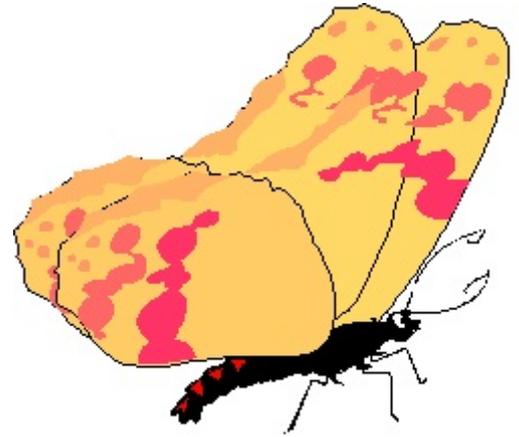


BUTTERFLIES IN THE STOMACH?

Does each request to give a speech fill you with dread? Do you feel an overwhelming sense of anxiety, when asked to speak before a group? Some people report that they experience butterflies in their stomach, butterflies so huge, that they must be moths. Others get so nervous that they cannot answer simple questions. These are questions to which they know they know the answer to, but find they can't access those answers in a public speaking setting.

We all know that speaking in public is good for our careers. Perhaps we need to speak in public by giving sales presentations. Perhaps we need to speak in public to represent a community group on an issue of importance to us. Perhaps there is another reason why we are being asked to speak before an audience. Whatever the reason, you need to deal with those debilitating feelings and give the speech to the best of your ability.



So, what can you do? The simplest strategy is to do some deep breathing before you get up to walk towards the podium. You would also benefit by deep breathing as you walk towards the podium and as you shake the hand of the person introducing your speech.

A second strategy is to rehearse your speech. There are two ways to do this. Rehearsing your speech imaginally means you can go through the motion of delivering your speech in the 'safety' and 'comfort' of your own mind. Imagine delivering your speech successfully. Imagine delivering the speech exactly as you want the speech to progress, moment by moment from your opening words through to the closing statements. Imagine the audience's positive reaction throughout your speech. Imagine the audience clapping after you've delivered the final words of your speech.

The second way to rehearse your speech is out loud, in the safety of your private study. You could deliver your speech in front of a trusted friend or record it onto an audio/video tape. Either way, you will obtain valuable feedback that you can then use to improve the delivery of the speech. And, if you know that you are delivering a good speech, you will have the confidence to deliver it well on the big day.

A third strategy in combatting those public speaking nerves is to start speaking before very small audiences (e.g., one or two people) and then move to larger audiences as your comfort permits.

Above all else, remember, most audiences will be receptive to what you have to say. They want you to succeed. They are there to hear your message and may not even notice that you are nervous.

The strategies recommended here will also apply to exam anxiety as they will to nervousness at the job interview. However, if you find that you still get nervous after utilising these strategies, make an appointment to see us today.

OUR MISSION

To provide a professional service, using best practices.

OUR MOTTO

- Be Proactive.
- Take Charge of Your Career.
- Look After Your Health.

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Your opinions are important to us. We invite your comments, feedback, criticisms and etc. on this and future issues. Enquiries, or requests for further information can also be made to the address below.

FOOD FOR THOUGHT

'Flexibility leads to better relationships. Rigid "supposed to's" about money choke relationships. Accept that people have different expectations about money and you'll be happier.' (Cloe and Claudio Madanes, *The Secret Meaning of Money*, 1994, page 187).

In the above quote, the Madanes were explicitly referring to money. However, flexibility in one's relationships can also have a positive impact in areas other than finances. To the extent that we are flexible in our dealings with others, we can find ourselves experiencing richer, more positive and more fulfilling relationships. More productive solutions may also emerge to our problems when we are flexible enough to consider alternatives other than the one(s) we raise.

I therefore invite you to think about your relationships and how you deal with those who are important to you. Are you flexible or rigid in your dealings with others? What impact does that have on your relationships? How might things be different if you were more or less flexible in your dealings with them?

RECOMMENDED READING

I can thoroughly recommend *Healing Yourself with Self-Hypnosis* by Caprio and Berger. This book is an excellent resource in applying self-hypnosis to overcome bad habits, emotional or physical problems. However, if you find the strategies in this book do not help, it is an indication that you need to see a qualified professional.

Businesses wanting to discuss deals, for members of Rachel Abramson & Associates, can contact our office during normal business hours.

Rachel is available for public speaking engagements in:

- career related issues (eg., job hunting skills, resumes, covering letters, key transferable skills, staying employable, presenting yourself at interviews, women's issues, career change or transition issues, issues for older workers, and mentoring)
- setting career/personal goals
- managing stress
- hypnosis
- self-hypnosis
- managing anxiety (eg., public speaking, exam, interviews, sales presentations).

If you would like Rachel to speak before your audience, please contact her on 9578 9077 during normal business hours.

ANNOUNCEMENT

In line with our mission, we are pleased to announce the official opening of our world wide web address. You can now find us on-line at:

<http://www.rachel-abramson-and-associates.com.au>
or <http://rachel-abramson-and-associates.com.au>

Feel free to browse through and use it as an additional source of contact 24 hours a day.



REPLY SLIP AND / OR REQUESTS FOR INFORMATION

- I would like to become a member of Rachel Abramson & Associates and get 8-14% off standard rates, receive my subscription to CQ and HQ, as well as obtain the benefits of great deals with other businesses. I therefore enclose my cheque for \$35. I understand that this will cover my membership dues until 31 December 1999.
- I would like to book into the next Peer Mentoring Program for Women. I therefore enclose my cheque for \$220 (\$202.50 for members). I understand that this Program meets on the first Saturday of every month, March to December, 2000.
- I would like to be placed on the mailing list to receive more information about the Seminars of the Future Series.
- I would like to book into the Professional Practice Program. I therefore enclose my cheque for \$220 (\$202.50 for members). I understand this Program meets on the first Saturday of every month from July to December 1999 and March to June 2000.

I would like additional information about the:

- | | |
|--|--|
| <input type="checkbox"/> CAREER DAYZ™ Program* | <input type="checkbox"/> Peer Mentoring Program for Women* |
| <input type="checkbox"/> CAREER DAYZ™ Interview Skills Workshop* | <input type="checkbox"/> Professional Practice Program* |
| <input type="checkbox"/> FIVE STEPS Program (to setting S.M.A.R.T. goals)* | <input type="checkbox"/> Stop Smoking Program |
| <input type="checkbox"/> Making Self-Hypnosis and Self-Talk Work for You* | <input type="checkbox"/> Stress Management Program |
| <input type="checkbox"/> Managing Exam Anxiety Program | <input type="checkbox"/> Weight Management Program |
| <input type="checkbox"/> Overcoming Public Speaking Anxiety | |

* Please note, asterisked programs may be undertaken individually or as part of a group. In the latter case, group discounts may apply. Remaining programs are offered on an individual basis only.

Name: _____

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e-mail: _____ web: _____