

PRESENTATION OVERVIEW CHECKLIST

Focus	Task
1. Title	Write the title of the presentation.
2. Objective	Write a one-sentence objective and have three people agree with it.
3. Theme	Write down the underlying theme or story line that will weave through the presentation. (For example: With this system, we will accomplish our sales goals faster and easier.)
4. Agenda	List three to four key areas you will cover.
5. Three Points	Write down the three key ideas you want your audience to remember.
6. Audience Reaction	Write down what you want your audience to tell others as they discuss your presentation with someone.