

Begin creating the presentation by determining objectives:

- The purpose of this presentation is clear.
- I have identified all the main points I want to make.
- I have prioritized all my talking points and determined the order.
- I have clearly identified my target audience.
- All data and findings have been collected and organized.
- I have created a Storyboard or Flat-Plan.
- Organization**
Is your presentation planned in a clear and logical way -- beginning (title slide, introduction); middle (informational slides); and end (summary/conclusion)?
- Objective**
Does the presentation convey the necessary message/information? Is it suitable for the target audience?
- Clarity and focus**
Does each point lead logically to the next? Is every slide pulling its weight or would the presentation be tighter if you ditched a slide here and there?
- Graphics/multimedia**
Have you considered charts, tables, artwork, or audio/video clips to make your presentation more interesting and help illustrate key data?
- Supporting/ancillary information**
Does your presentation include hidden slides you can jump to if you need to fill time, answer questions, or amplify certain points?
- Conclusion**
Have you thought about how to conclude your presentation and/or gathered any final thoughts?