

THE 3-POINT BLUEPRINT

STEP 1: ANCHOR YOUR ONE MAIN MESSAGE

Ask: If they remember only ONE thing, what must it be?

STEP 2: BUILD THREE SUPPORTING PILLARS

Choose your structure:

FOR RECOMMENDATIONS:



TO PRESENT DATA:



TO PROVIDE CONTEXT/EVOLUTION:



TO HIGHLIGHT ACCOMPLISHMENTS:



STEP 3: VALIDATE WITH THE CLARITY TEST

Ask: Can I explain each point in ONE sentence?
Would an outsider understand it? (No jargon)

SEE IT IN ACTION

Before: "So I wanted to talk about the equipment issues we've been having lately and maybe get approval..."

After: "I'm requesting equipment approval - here's the problem, the solution, and what I need from you today."

POWER MOVES

POWER POSE (2 min before)

Stand confidently—hands on hips or arms raised.
Boosts confidence 20%, cuts stress 25%.

RECORD & REVIEW

Record → Play at 1.5x → Catch filler words. 5 minutes transforms delivery.

RULE OF THREE

People remember threes. Structure every message around 3 points. Improves retention 40%.

60-SECOND PRE-SPEAK CHECKLIST

- What's my ONE main message?
- What THREE things support it?
- Can I say each in ONE clear sentence?
- Reframe nerves as excitement?

KC'S NUGGETS

STICKY STATEMENTS

"Your voice drives change; every employee amplifies organizational conversations."

When you speak with clarity and conviction, you influence decisions and shape culture.
Your perspective matters.

"Nervous energy is performance fuel, not a weakness to eliminate."

Butterflies mean you care. Master speakers channel nerves into energy. Reframe anxiety as excitement.

"Clarity is kindness; confusion is cruelty in communication."

Clear, direct communication respects people's time. Simple messages are the ultimate professional respect.

THREE KEY TAKEAWAYS

CONFIDENCE CONQUERS FEAR

Confident speakers aren't fearless—they reframe anxiety as excitement and use preparation to transform nerves into presence.

CLARITY CREATES CONNECTION

Start with what your audience cares about. Organize around three points. Simple beats sophisticated.

YOUR VOICE DRIVES CHANGE

You don't need a title to contribute. You need courage, clarity, and commitment. When you speak up, you shape direction.

WHEN YOUR FREEZE - RECOVERY TACTICS

Mind goes blank: Breathe. Repeat your last point. Say "The key takeaway is..."

Lost your place: Pause. Glance at your 3 points. Reconnect with main message.

Nerves spike: Plant feet. Slow breath. Lower your voice slightly. You've got this.