

Minimize Nervousness and Anxiety Checklist

Description

The Minimize Nervousness and Anxiety Checklist includes a set of 20 tips and techniques for minimizing the nervousness and anxiety that all instructors feel to some degree before teaching a course.

How can you use it?

- To identify the techniques that you need to employ in order to minimize your nervousness.
- To validate the techniques that you are currently applying with success.
- As a quick reminder before you teach a course.

Tip

Keep the focus on the learners more than on yourself. During your opening look for friendly faces.

Note

The Instructional Techniques for New Instructors workshop includes many valuable tips and the key “survival” skills you need as a new instructor. It provides plenty of opportunity for you to practice these skills and to receive specific feedback from the instructor and your peers.

Minimize Nervousness and Anxiety Checklist

Tips & Techniques	✓
1. Obtain information about the group beforehand.	<input type="checkbox"/>
2. Set up the classroom and materials the night before the course (if possible).	<input type="checkbox"/>
3. Arrange the room carefully and keep an orderly room.	<input type="checkbox"/>
4. Check everything and check it again!	<input type="checkbox"/>
5. Rehearse your session carefully, especially the first 5 minutes.	<input type="checkbox"/>
6. Visualize yourself in front of a group and visualize a scene of outstanding performance.	<input type="checkbox"/>
7. Recall successful sessions and replay them mentally.	<input type="checkbox"/>
8. Get a good night's sleep.	<input type="checkbox"/>
9. Eat breakfast (but only a light one).	<input type="checkbox"/>
10. Dress well.	<input type="checkbox"/>
11. Arrive early to double check everything and still have time to relax before people arrive.	<input type="checkbox"/>
12. Greet people when they arrive. Introduce yourself, shake hands, and be friendly.	<input type="checkbox"/>
13. Learn people's names quickly.	<input type="checkbox"/>
14. Get learners talking early rather than speaking too much yourself in the first few minutes.	<input type="checkbox"/>
15. Use icebreakers.	<input type="checkbox"/>
16. Build fun into the session to ensure that both you and the learners have a good time.	<input type="checkbox"/>
17. Remind yourself that you are the most "expert" person in the room.	<input type="checkbox"/>
18. Don't take yourself too seriously.	<input type="checkbox"/>
19. Project confidence and enthusiasm.	<input type="checkbox"/>
20. If tension strikes during a session:	<input type="checkbox"/>
<ul style="list-style-type: none"> • Tense all your muscles for a count of three, then relax. Repeat this three or four times. • Try deep breathing: <ul style="list-style-type: none"> • Breathe in deeply for a count of three. • Hold your breath for a count of twelve. • Breathe out for a count of six. • Repeat this three times. 	