

Checklist for effective presentations

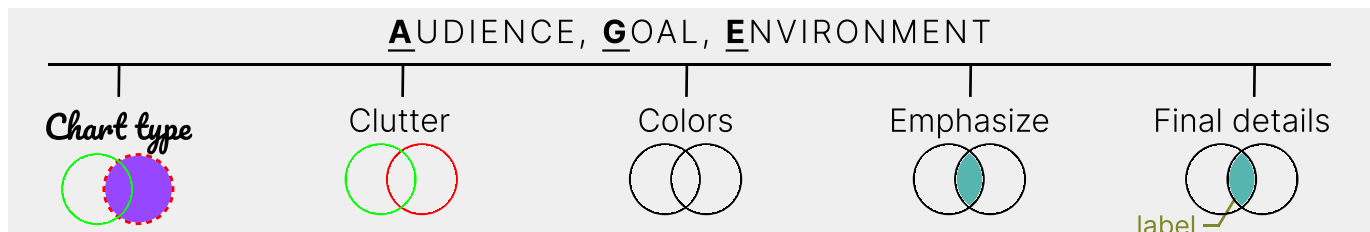
Determine your context (your AGE)

- ☐ Who is your Audience? Can you name specific people or roles?
- ☐ What are your Goals? Can you identify:
 - ☐ what you want your audience to learn?
 - ☐ why is that important?
 - ☐ what action you want your audience to take?
- ☐ What is the presentation Environment?

Organize your ideas

- ☐ What are your conclusions?
- ☐ What key results support your conclusions?
- ☐ Is there *interesting, but irrelevant*, content you can omit?
- ☐ Can you omit any background material?

Design your graphics



- ☐ What is the Goal of the figure? Can you write down its key message?
- ☐ Did you choose a chart type that supports your figure's message?
- ☐ Did you check your colors for color-blindness and contrast?
- ☐ Did you reduce visual clutter?
- ☐ Did you emphasize your message by using Contrast, Repetition, Alignment, and Proximity?
- ☐ Did you check for appropriate labels (without acronyms), legends, titles?
- ☐ Did you ask a friend or colleague for feedback?

Make some final checks

- ☐ Did you use Assertion-Evidence style slides?
- ☐ Are your slides numbered?
- ☐ Did you minimize text-heavy slides?
- ☐ Did you use an easy-to-read font (large, uniform, sans-serif)?
- ☐ Did you minimize acronyms and jargon?



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