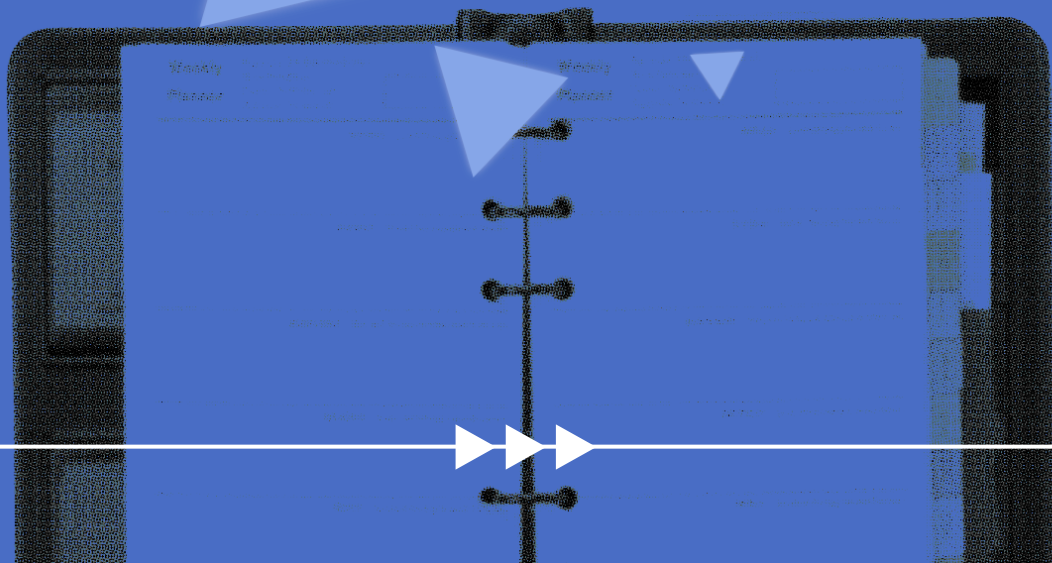




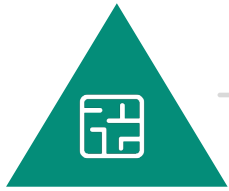
VerdanaBold

Presentation Planner

A VERDANABOLD RESOURCE GUIDE



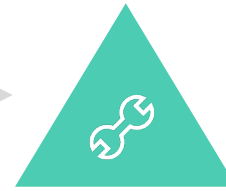
In presentations, a little preparation goes a long way



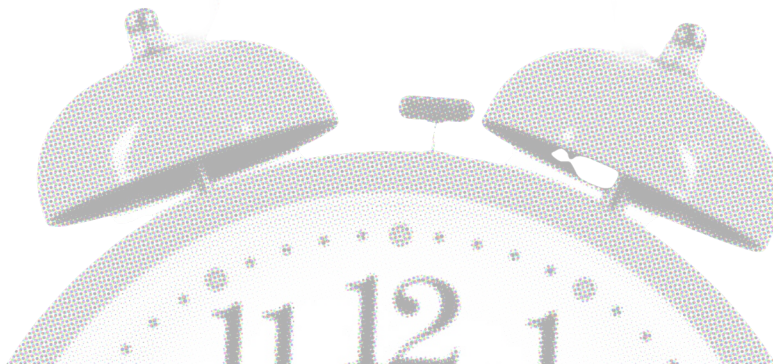
In a world of prebuilt slides and reused decks, many people don't take the time to properly plan out a presentation.



But this foundational step doesn't have to take a lot of effort, and it will offer big returns on your time.



So before you start your next presentation, try out our Presentation Planner tool to quickly, easily, and effectively organize and prepare your content.



Need more presentation help?

Planning is just the first step in creating an effective presentation.

If you're looking for more ways to elevate your slides, we have tons of free [content](#), [resources](#), and [thought leadership](#) on presentations and business communications.



STEP 1

Identify your foundational elements

What is the goal of my presentation?

Who is the audience?

What is my desired outcome?

STEP 2

Plan your content

What is my main idea?

What information do I need to support that idea?

What other content mandatories do I have?

STEP 3

Outline your presentation

Use this outline sheet to slot in your high-level content areas.

Include spots for key messages, supporting materials and other specific content that needs to be included.



STEP 4

Set the design direction

What template am I using?

What data do I need to visualize?

What other specific visuals do I need to find/create?

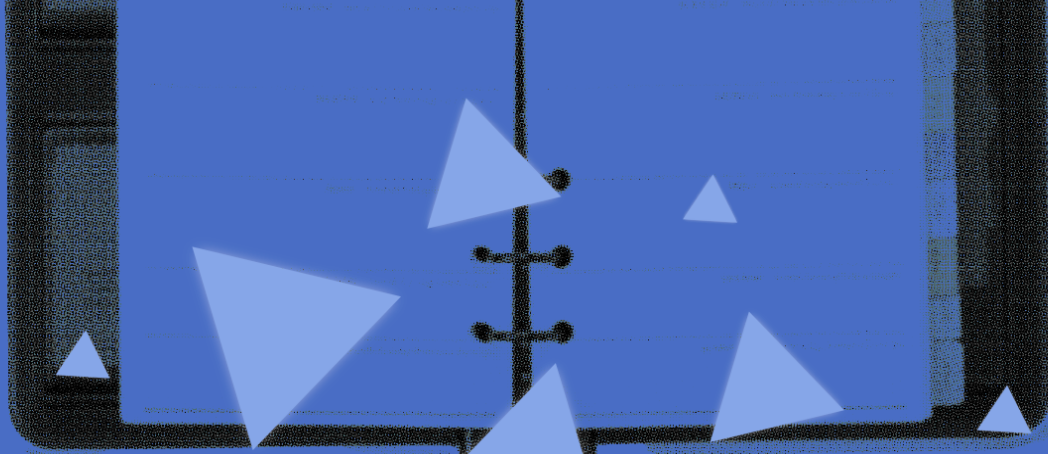
STEP 5

Create the presentation

What's the format of the presentation?

How will it be delivered?

What support do I need?



You've
got this!

WE'D LOVE TO HEAR FROM YOU

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