## Handout: Minimizing Nervousness

Here are five quick steps to help reduce nervousness:

1. Prepare for the event. The more prepared you are, the less nervous you will be. Gather as much data about the event and create a plan. Avoid putting yourself in situations that will cause you to scramble at the last moment.
2. Think positively before and throughout the event. Avoid thinking negative thoughts or worse case scenarios. This type of thinking will only increase your nervousness.
3. Practice what you are going to say and do. This is a common technique for public speaking and it helps reduce the fear of speaking in public. This works the same for networking events.
4. When at the event, focus on the present. Avoid thinking ahead. Make small goals that you want to achieve at the event. Thinking about future events because of the event could result in unneeded stress.
5. Finally, remember to breathe deeply and monitor you physical reaction to the situation. Take breaks and refresh.

Notes:

|  |
| --- |
|  |
|  |
|  |