

# CLARITY CHECKLIST

Use this checklist to ensure your prepared message LIVES on.

Your message should include clarity of...



## Limits of Information

Be transparent about what you know and don't know



## Information

Include descriptions; highlight key areas and remove unnecessary words and explanations



## Visuals

Use mental and/or digital images to reinforce the information



## Examples

Incorporate stories and/or anecdotes that make your message come alive (*Bonus E: Expectations*)



## Structure

Create a logical structure using signposts and transitions to connect concepts together



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SPEAKING



[www.globalpublicspeaking.com](http://www.globalpublicspeaking.com)



[info@globalpublicspeaking.com](mailto:info@globalpublicspeaking.com)