

**HOW TO
GUIDE**

Journal Prompts

**How to Stop
Over Explaining**

Step 2:

Limit Your Input

Step 2: *Limit Your Input*

Focus on Value

Reflect on a time when you shared too much detail about your idea or recommendation.

Write down the most valuable piece of information
your audience needed to hear:



Step 2: *Limit Your Input*

Say it in 2 - 3 sentences

How could you have conveyed your message in 2 – 3 short and concise sentences? Write it out!



Step 2: *Limit Your Input*

Time Your Delivery

Practice delivering your message! Time it... record your time... and keep refining your idea until you can deliver your message in 60 seconds or less.

