Slide Deck Planning Sheet

# Instructions:

Use this sheet to plan out your presentation **slide by slide** before creating your actual slide deck (e.g., in PowerPoint, Google Slides, or Canva).

## How to Use This Sheet:

* In the space labeled “Slide #,” write the number of the slide you’re planning (e.g., Slide 1 = Title Slide, Slide 2 = Introduction, etc.).
* In the blank box beneath, jot down what you want to include on that slide.
* You can write point-form notes, draft your text, or sketch out a layout idea.
* Think about titles, key points, visuals, graphs, quotes, or examples you want to include.
* Repeat this for each slide in your presentation.

#### Tips:

* Keep each slide focused on **one main idea**.
* Use visuals when possible to support your message.
* Avoid putting too much text on one slide—**summarize your ideas**.
* You can rearrange slides later—this sheet helps you **brainstorm and organize** before designing.

### Slide #

### Slide #

### Slide #

### Slide #