

# Presentation Triage Checklist

Task	A Lot of Time	OK Amount of Time	No Time
Read to understand: entire presentation, slide by slide			
Make content hierarchy consistent, title, subhead, etc.			
Remove most words (to notes section), add new visual assets			
Offer a couple of visual options for complex ideas			
Approach design and storytelling holistically			
Turn tables into charts whenever possible			
Break apart/rebuild smart art, make more on-brand, edit down			
Search for impactful, relatable imagery/icons			
Adjust size of text for readability			
Suggest rewording			
Move content from slide to notes			
Chunk bulleted content, pair with pre-existing visual assets			
Change chart type if there is a better way to display data			
Use more white space for maximum impact			
Put in proper template			
Reset slides			
Make font sizes consistent			
Use colors consistently			
Format tables consistently			
Format charts consistently			
Change underlined text to bold or use color			
Make margins consistent			
Look for keywords to bold/color			
Chunk bulleted text, align to grid (leave all content on slide)			
Convert one large block of text to columns/chunks			