AI Presentation Planning Worksheet

Plan the audience, message, evidence, and slide job before choosing a design tool

Audience and outcome

- [ ] Audience: _____
- [ ] What they already know: _____
- [ ] The one decision, action, or understanding I need: _____
- [ ] Time limit and delivery format: _____

Source and evidence

- [ ] Approved notes, data, quotes, or documents: _____
- [ ] Numbers that need a source on the slide: _____
- [ ] Claims the AI must not invent: _____
- [ ] Private or confidential material to remove: _____

Slide job map

- [ ] 1. Opening situation: _____
- [ ] 2. Main point or opportunity: _____
- [ ] 3. Evidence or example: _____
- [ ] 4. Choice, plan, or recommendation: _____
- [ ] 5. Next action: _____

AI Presentation Planning Worksheet - continued

Generation prompt

Create a slide outline for [AUDIENCE] that helps them [OUTCOME]. Use only the source notes below. Give each slide one job, one plain title, and no more than three supporting points. Preserve all dates and numbers exactly. Mark missing evidence [CHECK]. Suggest visuals only when they clarify the point; do not invent charts, quotes, customer logos, or results.

Export check

- [ ] Every date, number, quote, and conclusion matches the source.
- [ ] Text is readable at presentation distance and every slide has one clear point.
- [ ] PPTX or PDF opens correctly; fonts, crops, videos, animations, and speaker notes were checked.

The best slide tool cannot repair a presentation with no audience, no decision, and no source evidence.

Continue on H5W

Source guide: https://www.h5w.com/how-to-create-a-presentation-with-ai/

Create a presentation with AI: https://www.h5w.com/how-to-create-a-presentation-with-ai/

Turn notes into slides: https://www.h5w.com/how-to-turn-notes-into-slides-with-ai/

Information last verified: October 18, 2026. This resource is general educational guidance. Check current official rules and professional advice when the decision is high impact.