



Produced by
HOW TO SKILLS
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Simply
Overflowing With
Confidence

And Seeing The
"SUPER NEW YOU"
RIGHT NOW!

Table of Contents

Introduction	4
Just how confident are you?.....	7
Controlling your Beliefs.....	16
How to overcome Negative Thoughts	28
How to overcome Negative Comments from others.....	60
How to feel Confident all the time.....	74
How to lead a Confident Life	87

Introduction

"If you think you can, you can. And if you think you can't, you're right", said Henry Ford, the founder of the Ford Motor Company.

No wonder this confident man put the wheels of modern automobiles in motion and also acted as a powerful catalyst in the 20th century economy and society.

In today's world that so strongly emphasizes the importance of self-confidence, the modern man has no choice but to spruce up his confidence levels or he'll be left far behind in the rat race and never be able to rise above it.

"Unstoppable Confidence" is a 6-part course that will help you improve on and raise those confidence levels just the way you want.

Through this module you will participate in exciting exercises and assignments, which are more than just learning experiences.

“Unstoppable Confidence” will help you break through all barriers and fixed notions you have about yourself and life in general and move forward in life.

Confident people are successful people. They stick it out till they get what they want. This is because they confidently believe in their goals and their own ability.

If you are reading this now, you are aware that a lack of confidence has seriously held you back in achieving the important goals of your life. It is time you do away with your misgivings and lack of self-belief.

You don't want to be timid and quiet when the world around you is confident and brimming with life, do you? So, fight the coyness and get what you want - SELF-CONFIDENCE! The Unstoppable kind...



Just how confident are you?

Take the assessment and all will be revealed!

Rona Tyrrell was a member of a women's spirituality group at her church. At 43, she was shy to speak up with friends, or in groups. During a convention on seniors activity group Rona was unexpectedly asked to speak to the members. After the initial panic and fear, she slowly found herself relaxing. Deep breaths and pep talk on the way to the pulpit worked! She was finally able to give an anxiety-free talk to the group.

Rona Tyrrell was taking a confidence building course at the time and was 2 weeks into it.

Or let's take the case of Peter Malloy. 24 year old Peter was a skilled graphic designer and though his resume exhibited his

credentials, he could never really voice them. Since most jobs required him to interact with clients, he failed to make an impression on prospective employers due to his lack of communication skills and self-confidence. Luckily, Peter enrolled himself in a confidence building course and within a few weeks got through an interview at an international firm.

Now isn't that a very positive note to start a Confidence Building course?

You agree?

Great!

This module is all about self-discovery. Unless you know where you are, how will you move to where you want to be?

Before we begin confidence building exercises that will work on areas where you need more confidence, take these 2 assessment tests below.

Self-assessment

Rate the following statements from 0 - 10 based on how much you believe each of them to be true.

- 0 would mean that you don't believe in the statement at all and that it's utter nonsense.

- 10 would mean you think it's completely true.

Statements

- ◆ I like myself as a person
- ◆ I am as good as everyone else
- ◆ When I look at myself in the mirror I like what I see
- ◆ I don't feel like an overall failure
- ◆ I am happy to be me
- ◆ I respect myself
- ◆ I'd rather be me than anyone else
- ◆ What others say to me has no affect
- ◆ I enjoy communicating to others
- ◆ I have the skills and qualities to make myself a success
- ◆ I like to take risks
- ◆ I am not afraid to make mistakes
- ◆ I can laugh at myself

Now sum up all your scores.

Want to know where your confidence level stands?

Here goes...

If you have scored:

100 - 130

You have a high level of self esteem and confidence. All you have to do is fine tune it and increase your confidence in a couple of areas.

65 - 99

You have a medium to high ranking in self esteem. Whilst most of the time you are okay, there are times when you can feel rock bottom. You need more consistent feelings that you are confident and learn to experience these more regularly.

30 - 64

You have low levels of self esteem.

You lack confidence in yourself in most areas and need to have an overall confidence building plan.

0 - 29

You have reached rock bottom and think that everything and everyone is against you. You are stuck in a rut and need to get out of it quick

So, what are your scores like? Are they satisfactory, or are you hiding them under the couch?

Hold it, if you are! There's nothing to hide or feel ashamed about.

What you could do is write down some of the observations you made along this assessment.

What do you specifically need to concentrate on with regards to building up your confidence?

After you have written these down, take a look at the 'Confidence Evaluator' in the attachment. This is a test to make you fully aware of what you need to work on.

Complete the test fully and look at your scores in each section.

What do you notice?

It is not in every area of your life where you need confidence, only some.

Please get these down - the first step to improving anything is knowing where you are currently at.

Okay, so that's it for this module.

Assess yourself with the 'Confidence Evaluator' and see how you do. All the best!

Controlling your Beliefs

Have you completed the "Confidence Evaluator" by now?

What were your scores like?

What you can do now is write down what 2 things you would love to master with regards to your confidence.

With the upcoming exercise you will begin to create the person that you want to become in terms of confidence.

The secret of success here lies in a visual image of how you would want to act, walk, talk, think and move your body so that you know what to aspire for.

Remember that we are working with confidence set as our goal! 😊

And like any other goal you want to achieve, this one too should be clear because you should know what you are after and how you are going to get it.

The next step to confidence is if your self-esteem reaches rock bottom, what should you do? Think of your CONFIDENCE ROLE MODEL and ask yourself:

"How would my confidence role model deal with this situation?"

When you have your answer, do just as your role model did. This might feel weird in the beginning, but it will do you loads of good.

PRACTICAL

Moving on, there must be someone whose confidence levels you admire a lot; a colleague, friend, someone in your family or even a famous personality who oozes self-confidence; someone who has high self-esteem and therefore you admire.

Think about this person if you would like your confidence levels to boost up just like him or her.

On the other hand, this is your chance to start from scratch- to improve the way you walk, talk, and think; and your body language on the whole.

Ponder, ponder, ponder; long and hard.

You have to now fill out the following sections. But make sure the person whose confidence levels you admire is really worth that admiration.

MY CONFIDENCE ROLE MODEL

He/she would act like...

He/she would talk like...

He/she would walk like...

He/she would think like...

Their body language would be like...

Other people think that this person is...

When faced with problems, this person thinks...

Now take note of the few things you have written down about your confidence role model. The idea is to make an effort to be like you desire to be. So let's start with the basics.

Put these qualities into action. Yes! You heard it right.

ACT AS IF YOU ARE THE PERSON YOU WANT TO BE AND
NOTICE THE RESULTS.

Don't worry if this feels awkward, because it will! After all you are acting out what you are really not. It will take a while for it to sink within and feel normal.

You will also need a strong inner belief system to be the confident person you want to become. Self-acceptance gives you the much needed energy and room to grow. Your inner belief system helps you develop an ability to accept yourself - who we are, what we feel, think and do.

The benefits of a strong inner belief system are varied and great:

- ◆ Stronger self confidence

- ◆ Healthy self esteem
- ◆ Greater life satisfaction
- ◆ Comfort with self and others

But how is this inner belief system developed?

Consider the following questions. Finding the answers to these can help you to weed out the **muck** of what "everybody else says" and get back to the purity and perfection of self-expression.

1. What are your current beliefs about work, life, people, and about yourself? Let go and try a free-writing exercise.

- On top of a page write one word (work, life, etc, - one for each page) and then free associate for each word.

- Write down whatever thoughts might be conjured up by the word at the top of the page.
- Write until each page is full!

2. How much of what you believe is your own?

- Take a look at what you wrote on each page.
- What messages may have come from parents, friends, family, peers, teachers, etc?
- Identify the recurring themes?
- Now, pick out and highlight the things you feel truly reflect who you are and what you believe.

3. How much of it is enabling versus disabling?

- Are the messages that came from others enabling and empowering? Or are they limiting?

- Now, look at the ones that reflect your own inner belief system-are those empowering or limiting?
- How do they make you feel?

4. What do you want to believe?

- Mull over your true beliefs.
- Do they reflect how you want to feel about life, work, people and yourself?
- Write each idea or thought down on the left hand side of a page, and on the right hand side, write how you'd like to feel/think about each instead.
- Reprogram yourself by identifying these limiting thoughts as they pop into your head, and replacing them with the thoughts and ideas you identified on the right hand side instead.

- If you continue this exercise, you'll find the old limiting thoughts creeping up less and less, and the new empowering thoughts will begin to take their place.

5. What messages about life, people, work and yourself did you get from family as you shaped your personality?

- Be prepared.
- Messages from family members are repetitive and will keep coming up.
- If you have chosen to reprogram any of their thoughts, values and beliefs, then be prepared to counter these beliefs whenever a family member articulates them.

6. What's your response when you express your belief and someone disagrees?

- How are you going to respond should you share your beliefs with others, and find that they disagree?
- Here's a hint: don't change your mind. It's okay that someone else believes differently from you-that's what makes the world go round after all.
- Instead, simply state that you see life/work/people/etc. differently, and then repeat and reconfirm your belief to yourself.

These questions, their answers and the exercises associated with each are sure to strengthen your belief system. Just like your soul that gives you life, you don't have to reinforce or

communicate your belief. Nevertheless its presence is undisputed.

Your challenge is to develop confidence in your ability to express these beliefs in an unwavering fashion.

There are sure to be people who will disregard your beliefs. What you have to do is test your ability to continue with your belief system and keep it intact as a part of your personal growth. If it continues to feel solid, then restate and reinforce it strongly.

Moving ahead, in the process, once your belief system has been strengthened, you will find that those having less confidence in their own beliefs will seek you out.

You can now help and encourage others and tap them into your own belief system, following the process you used to get where you are now.

Well then, what are you waiting for?

Start now!

Here's wishing you all the luck.



How to overcome Negative Thoughts

Even the most positive person gets negative thoughts!

Yes, that's true.

Olympian John Konrads won one gold and one bronze medal in the 1960 Rome Olympics. During the 400-meter freestyle, for which Konrads won the bronze medal, he said he lost focus by nurturing negative thoughts on how arch rival Murray was going to perform. Konrads confessed that though he had convinced himself he could win, these thoughts got in the way and blew his chances.

Actually, negative thoughts are commonplace and anyone can be a 'victim' to them. However, it's not the presence of negative thoughts but the way we handle and react to them that either breaks or makes our confidence and self-esteem.

Think over this:

NOTHING HAS ANY MEANING IN LIFE,
ONLY THE MEANING YOU GIVE TO IT.

If you ALLOW negative thoughts to HARM you - THEY WILL!

If you ALLOW negative thoughts to HELP you - THEY WILL!

Before we get into this session it's important to keep a few points in mind:

- ◆ It's not only you that gets negative thoughts; everyone on this planet gets them.
- ◆ You are not making an attempt to uproot negative thoughts here. Just handling them more smartly.
- ◆ Negative thoughts, as such, do not harm you. It's what you say to yourself after the thought has entered your head that harms you.
- ◆ You can change any thought you want by changing what it means to you.

With that taken into account, let's kick off this session!

Analyzing your thoughts

Want to increase your confidence? You have to first find out what triggers off those negative thoughts and emotions you have about yourself.

It becomes easier to analyze and respond to them if you write them down.

FYI, it is not the trigger or the event that instigates the bad feelings. What make you feel despondent are the internal dialogues you say to yourself in response to the trigger.

These catalysts distort reality and put your feelings in turmoil.

That's the kind of turmoil Lynette got into. Her husband Roger had been quite distracted over the past few days. Lynette tried talking to him on a couple of occasions but he wasn't forthcoming. She heard him talking in hushed tones over the phone, and he also came home late more often than before. Lynette was perturbed beyond words. She spent hours talking to herself, wondering what Roger was up to.

She would have said:

- ◆ **"He's ignoring me."**
- ◆ **"Maybe he's having an affair with someone."**
- ◆ **"He doesn't find me attractive or interesting anymore."**

What would she have felt?

- ◆ **Anger**
- ◆ **Resentment**
- ◆ **Grief**
- ◆ **Self-pity**

Maybe she should have been more probing; or given more time to her husband. Did she know her husband well enough to arrive at these conclusions?

In fact Roger must have been having a tough time at work. Perhaps he had a bad review from the boss, a fall in profits in business, tiff with a colleague. It could have been anything!

The point is nothing in life has any meaning, only the meaning you give it.

Roger must have had a completely unconnected problem, but to Lynette it looked like a problem in their relationship!

Controlling your inner voice and what you say to yourself either makes or breaks your self-esteem and confidence.

Within this session, you will be introduced to a technique, which you can use to control your inner dialogue and to make you appraise just how hard and unreasonable you are on yourself.

But before we get into the exercise, let's just discuss those negative thoughts you have.

Here's a small little recap - *It is not the trigger or the event that instigates the bad feelings. But the internal dialogues you say to yourself in response to the trigger that makes you despondent.*

Okay, to make it easier to understand, let's split these negative thoughts or distortions into 13 categories.

Here's the list. You can use this as a quick reference:

1. **Assuming**
2. **Over-generalising**
3. **'Shoulds'**
4. **Labelling**

5. **Binning the positives**
6. **And they all lived happily ever after**
7. **Blaming other people and events**
8. **It's all or nothing!**
9. **Negative thinking erodes your soul!**
10. **Believing what you feel**
11. **Personalizing**
12. **Making comparisons with others**
13. **I can't cope with life**

While we go through them one by one, make notes of the ones you use most frequently.

1. Assuming

When you make assumptions with your thinking, you are assuming the worst without knowing the full picture or without testing the evidence.

Let's go back to our example about Lynette and her husband. She didn't have any of the facts; she just assumed that her relationship with her husband was in deep trouble.

She could have tested the assumption by going up to him and saying "Roger, did I do something that upset you? What's wrong? I think we should talk this out."

Other examples of assuming self-talk are:

- **"I know this project is going to be rubbish"**

- "I know I'll make loads of mistakes if I'm best man"
- "I know people will just hate me"

How could you rephrase some of these thoughts above to make them more realistic? Example - "I am going to give this project a chance and make up my own mind."

2. Over-generalising

This is when you over-generalize your thoughts and make them more intense by the words you use.

For instance, you would say things like:

- ◆ "I always end up on the losing side."
- ◆ "I make mistakes in everything I do."

- ◆ “Everyone hates me.”
- ◆ “Everyone thinks I am so dumb.”
- ◆ “I never do any good at cooking.”

Even when you read these lines their demoralizing effect is so evident!

As much as you know that such over-generalizing internal dialogues are inaccurate, unjust and unfair and affect your confidence, yet you use them.

You certainly are not making mistakes in everything you do?!

C'mon! You think you are making a mistake right now?

Rubbish! It's not everything that you do then, is it?

How do you turn this around?

Well, a better phrase to use would be, "Sometimes my cooking doesn't turn out very well but overall I am a good cook."

Sounds fair? 😊

Look for the good in situations and what is working well. It can do wonders!

3. 'Shoulds'

Some people surround themselves with 'Shoulds'.

- ◆ "I should be thinner."
- ◆ "I should have more friends."
- ◆ "I should be earning more money."

Are you the kind who says 'should' all the time?

'Shoulds' are the demands you place on yourself.

A 'should' represents what you are not doing but you think you should be!

So when you know you 'should' be doing something but are not doing it, how do you feel?

Inadequate, hopeless, frustrated? Yes, the list can go on.

So, what are your plans to get rid of the 'shoulds'?

It's easy. Just change the 'should' to 'want' or 'could'.

- ◆ "I want to do this"
- ◆ "How could I do this?"

4. Labelling

How often do you use an adjective to describe yourself?

Labelling is a common syndrome. This is when you give yourself a name or statement that describes who you are.

For example:

- ◆ "I am a loser."
- ◆ "I am stupid."
- ◆ "I am ugly."
- ◆ "I am fat."

How is it possible that you are a loser in every aspect of your life? Is there nothing in you that is attractive? Are you forever a dimwit?

Of course not!

Stop labelling yourself and be specific in your thoughts.

Instead of saying "I am a loser" say "That didn't work out how I would have liked."

5. Binning the positives

Do you tend to overlook the compliments people give you?

Do you refuse to accept and ignore if someone says "That was a great job, well done" or "You look fantastic today"?

How do you usually reply to praise?

"Oh, it was nothing, it was easy" or "I don't look great really, you're just saying that."

Do you realize that you've just discounted the fact that you worked really hard to get that job done or that you take time over your appearance to get it right?

Let's set this record straight. A simple "Thank you" with a smile is the perfect response.

Think it over. Is it that much of an effort?

You would give credit to someone who did a great job. Make sure you accept the credit when you do a great job or when you receive a compliment.

6. And they all lived happily ever after

Perfection is an illusion.

Oh yes it is. No point arguing here.

So if you are a person who has to have everything perfect in your life, it's going to be pretty tough, buddy! You are setting yourself up for disappointments.

Do you have thoughts like:

- ◆ **"That shouldn't happen to me."**
- ◆ **"I can't believe that has happened."**
- ◆ **"That's unfair."**

Stop looking for that perfect world. Everyone has things happen to him or her, good and bad. You are not a special case and no one is exempt.

Instead accept that bad times fall on all and ask yourself "What could I do to improve this situation now?"

7. Blaming other people and events

Do you blame others and don't accept responsibility for outcomes that are different from your expectations?

Do you say:

- ◆ "If only my parents had been more ambitious I'd have had more success by now."
- ◆ "If only I didn't have to impress all of the time."
- ◆ "He make's me feel so bad."
- ◆ "She had a hold over me which means I can't do anything."

While this attitude is awful, it will also make you feel like a 'victim'. Forever you will move ahead with a sense of helplessness; that you are capable of nothing.

It isn't your fault. Is it?

OR IS IT????????????????????

YES, IT IS!

Agreed, the event has had an effect on you but at the end of the day only you have the responsibility to let it affect you.

So, how do you turn these thoughts around?

Well, for starters, focus on the reality.

If you feel something is unfair or unjust, accept that it is.

Then accept that the impact it has on you is your responsibility.

Don't make excuses; it is your responsibility!

8. It's all or nothing!

There's more than just black and white. There are several colors in between, right? Like blue, green, red, yellow, pink, brown, purple, mauve...phew!

Then why are most aspects of life just black or white? Are you one of those who think "It's all or nothing"?

Is there no grey area in between?!

♦ **"I am either a success or a failure."**

- ◆ “If I get first place, I am a winner. If I get second place, I am a loser”, irrespective if there are 20,000 runners!
- ◆ “If I don't get things 100% perfect I am a flop.”
- ◆ “If I don't get an A Grade in Math, I am a failure.”

Well, in life there are rarely successes and failures. In fact, success is a journey, not a destination.

Success and failure are not meant to be measured on a 100 or 0 scale. At the end of the day if you don't perform to your highest standards, it certainly doesn't mean you scored a zero!

Your “It's all or nothing” thought is only setting you up for failures.

How many times do you perform with absolute perfection?

Less than 10% of the time!

So, does that mean you are a failure 90% of the time?

Now you know that's utter nonsense.

Why so you always have to be perfect?

9. Negative thinking erodes your soul!

How do you react to events that don't work out the way you planned?

Negatively?

For instance, your boss has said that you completed a piece of work incorrectly, so you say to your partner that you have had a terrible day.

You may have burnt the pie, so the whole meal is ruined.

You might have cut your finger while hiking so the entire holiday is messed up.

Your thought makes the entire situation negative.

What happens if you change your focus when you start thinking negatively?

You can say:

- ◆ **“What is still good about this situation?”**

- ◆ “That is only one bad thing, what are the good things?”
- ◆ “What could I still enjoy about this experience?”

10. Believing what you feel

Feelings are not facts. If you believe your feelings blindly, just too bad, my friend. Mend your ways or you are sure to suffer a confidence setback.

The quality of your life is based upon the quality of your feelings.

Feelings are only thoughts that we have decided to generate.

That doesn't make them real.

You give meaning to your thoughts; and hence your feelings.

So, are you the type of person who believes all the feelings you have?

- ◆ **"I feel bad. Therefore, I must be bad."**
- ◆ **"I feel like a loser. Therefore, I must be a loser."**
- ◆ **"I feel ugly. Therefore, I must be ugly."**

Low levels of confidence can distort your thoughts. So you really need to question your feelings before you believe them.

Ask yourself questions like:

- ◆ **"What would someone who is a 100% loser, is bad or ugly be like?"**
- ◆ **"Am I really like that?"**

Challenge your feelings by questioning them.

11. Personalizing

Personalizing is when you blame yourself.

Personalizing happens when you say:

- ◆ "It's entirely my fault that my son didn't get the chances in life."
- ◆ "If I wasn't so clingy, men would stay with me."
- ◆ "It's all my fault that we got divorced."

Blaming yourself for other's actions and decision means you are taking too many responsibilities on your shoulders.

Don't!

Simply because you are not accountable for someone else's decision-making.

Remember that you are not the only one giving advice or offering opinions. An individual meets numerous people and hence gets a number of opinions. But in the end he or she has the freedom to decide what he or she wants to do.

Agreed mistakes do happen and some of them could be the result of your action or decision. But all of them?! You don't believe that, do you?

Your confidence is suffering a blow every time you hold yourself liable for someone else's life turning out to be miserable.

Take the reigns of your life into your hands. Don't blame yourself and don't let others do it unjustly.

12. Making comparisons with others

Do you always compare yourself to others?

If you do, it's high time you stop.

Why are you putting yourself through so much of worthless competition? Frankly, it isn't even healthy competition.

What you are doing through such a comparison is magnify your 'weaknesses' and others' 'strengths' or shrink others' 'weaknesses' and your 'strengths'.

So, are you saying something like this?

- ◆ "I haven't got a chance for this job, after all who is going to want to hire a single Mum? Maria is young, single and she has got a degree."
- ◆ "I am hopeless at spelling and math, Mark is great at these, he can do them standing on his head."
- ◆ "No-one will want to go out with me, I've got a big nose. Look at Donna. She is beautiful, has lovely hair and really nice skin."

Challenge these thoughts!

Appreciate that you are a unique person and stop these distortions.

13. I can't cope with life

If you find yourself saying stuff like:

- ◆ "I can't stand it."
- ◆ "I couldn't live without you."
- ◆ "I can manage this."

So what are you doing? Accepting defeat and telling yourself that you are not strong enough to cope with life?

Yes, a lot of things in life are unpleasant, difficult and not nice.

But you can cope with it!

A better way of saying something is:

- ◆ **“I don't really like this but I can stand it.”**

How do you challenge and question this thinking? By asking the following:

- ◆ **“If this does happen, will I really be helpless and be unable to cope?”**
- ◆ **“If the worst happens, what will I do?”**
- ◆ **“When I look back in 30 years time, will anyone really care about this?”**



How to overcome Negative Comments from others

Nothing has any meaning in life, only the meaning you give to it.

You've heard that before, haven't you? How far have you come to believe in it?

It's not what people say to you that is a problem. People talk! Yes, they do, and there is nothing you can do to stop them. However, it's what you say to yourself after people say something unpleasant that leads to a problem.

Are you left behind with a feeling of dejection?

Let's tackle that feeling, and banish it from our lives!

How to respond to confidence destroyers

Like we discussed a few seconds ago that people talk and it's hardly possible to stop them. In such a case, how do you respond to negative comments coming from others with or without an intention to make you feel miserable about yourself?

For instance, when Candace wore a new bold pink dress to office, her colleague Syrah said, "Yikes! That's way too bright Candace." With her nose up in the air, Syrah ranted on, "I would never wear something like that."

What do you think Candace would have said?

"Eh... Yea... I did think it was too bright. Maybe I shouldn't have worn it. Why did I even buy it?"

But Candace did not sulk or curse herself. In fact, this is what she said, and please note, with a twinkle in her eyes 😊 :

"I know Syrah, this color is really bold. But you know what; it makes me feel bright and happy. Maybe I could spread some of my vivacity to others around me. What say you?"

You bet Syrah was quite taken aback. And you know what, a couple of weeks later, she might have bought herself a dress the same color!

Candace didn't stop wearing bright-colored clothes. She could carry them off and was comfortable in depicting a vibrant personality. She believed in what she did.

Doesn't this incident agree with the fact - No one can make you feel inferior without your consent?

It's not what people say to you that affects your confidence. It's what you say to yourself after they've stopped talking that either makes or breaks your self esteem.

Every feeling tells you something, but you should learn to take them with a pinch of salt.

Remember it has been made up by what you have been thinking and saying to yourself.

It will take time to learn them all, but build up gradually and you will start to build up your confidence.

Here are a few feelings and thoughts that you are sure to face sometime or the other. Check what kind of action you can practice in such a case.

FEELING: "I don't feel confident about the way I look"

ACTION: Improve your overall appearance. Would losing or putting on (in case you are painfully thin) some weight make you feel great? If so DO IT! What clothes would your Confidence Role Model wear to feel good? Get a new haircut and treat yourself to some new clothes - it always makes you feel better and more confident. Buy something new each month and when you put it on, view it as your own confidence booster.

FEELING: "I'm afraid of that person - I'm never confident around him/her"

ACTION: Just remember, they eat, sleep, go to the toilet just like you do and mostly they have the same problems as you - they just don't show it! Think - How would your Confidence Role Model deal with this person? What would they do?

Remember that confidence is about acting - they are just better actors than you right now. Think of the things you can do that they can't do - how would they feel if the roles were reversed? Getting any closer?

FEELING: "I'm afraid of the feedback and reaction I'm going to get when I complete this piece of work"

ACTION: Hey, as long as you've done everything to the best of your ability, you don't have to worry. And if you do make a mistake or two, what the heck?! Just learn from them for next time. A person who never makes mistakes is not doing anything. Those people who moan and groan about things always seem to do nothing. There are no failures in life as long as you learn from the outcome. You're a winner!

FEELING: "I'm really worried about this..."

ACTION: Time to usher in your Confidence Role Model again (when did you ever let her/him go, right?). Would my Confidence Role Model worry about this? How would they deal with this situation? What would they do? In the grand scheme of things what will worrying do to this problem? Is there any action I can take to fix this right now?

FEELING: "My friends are really negative thinkers and this just festers onto me when I'm with them"

ACTION: Don't get rid of your friends but make sure you surround yourself with positive and progressive people also. Surround yourself with people who are like your role model.

You know what your friends are like beforehand, so just accept them for what they are. If they are true friends just acknowledge that they are who they are and you are who you are.

FEELING: "I can't do this"

ACTION: Oh yes you can! Break the problem down into small chunks and attack each chunk separately. Nothing is ever as daunting as it first seems. How would your Confidence Role Model do this? Think of a time where you have done something really difficult - think this through in your mind and play it over and over like a video recording before you do the task in hand.

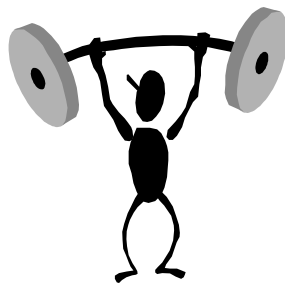
FEELING: "I've never got enough money to do the things that I want"

ACTION: Ask yourself what you are doing about it? Do you have the "more month left at the end of the money" rather than "more money left at the end of the month" problem? Do you plan your budget? Do you know where all your money goes? If you answered yes to the first question and no to the next two, it's time you

made a plan of action. For all you know, you may need another career to achieve the lifestyle you want?

FEELING: "I don't feel worthwhile as a person"

ACTION: Put down your strengths on a piece of paper. Don't forget to list down all your achievements in life from your exams, to when you passed your driving test, to the job interviews you cleared etc. Remind yourself that you've already had loads of successes and don't feel so sorry for yourself. After all, no matter where you are in life, there is always someone who is worse off than you. Put things into perspective; ask yourself what your Role Model would do.



More Actions

We are not done yet, so pick up a fresh piece of paper.

Write down all of those confidence destroying statements that you say to yourself or others say to you.

Now, write down what you are going to replace these thoughts with after the statements are made.

Write down next to each statement, why it is downright twaddle.

Confidence sapping friends & colleagues

The people whom you hang out with, that is, family, friends or colleagues, they will have either a positive or negative affect on your levels of self-esteem and confidence.

You are sure to have been around people who are positive, happy and pleasant.

They are the ones who make you feel a welcome sight any day, who smile sincerely, and who encourage you rather than rain you down with advices and reprieves.

How do they make you feel?

Their personality rubs on to you too, making you feel positive, happy and pleasant. Such lively people can easily sprinkle zest into a boring atmosphere and can fill a room with constructive energy and upbeat vibes.

You must be familiar with the moaners too.

They are always putting people down, they don't like others being successful, they are jealous and are negative thinkers. Phew! That's a long list and it sure can go on.

Such people bleed dry your energy, bring down your energy levels and in a way take you a million miles away from the level you really want to be operating on. They try and urge you to join their team - a team of non-achievers.

Family members can be grumblers a lot of times, but you can always choose your friends; you can never choose your family!

So what should you do to make sure that the people you hang out with empower and support what you stand for rather than bring you down all of the time?

1. You have the power to choose who you hang out with. Ideally, you want happy, vibrant and positive people. Say, people who are more like Candace and less like Syrah.

2. If you have good friends who are negative and yet you want to hang around them, make a point of letting them know how you feel - if they are true friends, they will respect you for this. If they are negative from time to time, just acknowledge that this is what they are like and block out the negativity.

3. The same can be applied to family. Your more mature family members have behaviours that have been conditioned for years. Appreciate where they have

come from and stated before, select and elicit the information that filters through to your brain.

4. And remember to keep this statement in your minds

Always - Nothing has meaning in life except the meaning you give it.

How to feel Confident all the time

Self-confidence is essential..

The power of the mind is truly remarkable

How you feel in any given moment is linked to:

- ◆ **What you are focusing on**
- ◆ **The way you are moving and using your body**
- ◆ **The language you are using**

No doubt, your mind controls all three.

The moment you feel lethargic or need an instant confidence/energy boost just change the way you feel by changing the above 3 points.

1. What you are focusing on

Stay conscious of what you are focusing on in that particular moment.

Are they negative and lethargic thoughts? Low in confidence?

Are they indicating that you would fail? Are you telling yourself that you feel low in energy?

Yes?

What would you have to focus on to feel vibrant and full of energy? What should you focus on to feel confident?

On the other hand, if you are feeling vibrant and energized right now, what are you thinking about?

2. The way you are moving and using your body

This is also called your physiology.

Emotion is created by motion, and the fewer movements you make the less energy you will have!

Moreover, the type of movements you make either pump you up or make you languid and want to doze off.

Observe your body when you are feeling low in confidence.

Are you sitting down? Is your head up or down? Are your shoulders slouched? Are you walking slowly or quickly? Are your facial muscles moving? What are you doing with your hands?

Write down below all the characteristics of a confident person.

Imagine there is a confident person before you now. How would they be moving their body?

A large, empty rectangular box with a thin black border, intended for the student to write down the characteristics of a confident person and describe their body movements.

It's your turn to feel energized and confident. Ready?

Okay!

Copy the movements that you just wrote down when you are feeling low and, WHOA! You'll become confident!

3. The language you are using

The words you say to yourself both in your mind and out aloud will have an impact on how you are feeling.

What words do you use to describe negative emotions?

Do you say? :

"I'm feeling tired"

"I'm stupid"

"I'm angry"

"I'm livid"

"I'm overwhelmed"

"I'm depressed"

Write down some more common phrases like those above that you use:

The intensity of those negative sayings will have an effect on how you feel and whether you feel confident or not.

What if instead of - **"I'm really nervous"**, you said to yourself - **"I'm really excited"**?

Would it make you feel better?

Of course it would.

The feelings and emotions linked to nervousness and excitement are actually the same. It's just that you are giving the adrenaline right direction.

So, what other words could you replace the negative sayings with?

Try swapping:

"I'm feeling tired" to "I'm feeling unresourceful"

"I'm stupid" to "I'm learning"

"I'm angry" to "I'm a little annoyed"

"I'm livid" to "I'm a little miffed"

"I'm overwhelmed" to "I'm feeling busy"

"I'm feeling insecure" to "I'm questioning"

"I'm depressed" to "I'm not on top of things"

As the intensity of the words lower, the intensity of the feelings lessen too.

Let's move on with some simple exercises.

Write down 5 old negative sayings or phrases that you say on a consistent basis and replace them with new empowering and less intensified ones:

OLD NEGATIVE PHRASES

1.

2.

3.

4.

5.

NEW EMPOWERING/LOW INTENSITY PHRASES

1.

2.

3.

4.

5.

Just as you lower the intensity of words to lessen negative feelings, you can apply the reverse to feel magnificent and confident every single day!

Change your vocabulary to improve the quality of your day.

How?

Increase the intensity; increase the feeling when you use positive/good words.

Want an example? Here you go...

Instead of saying "I feel good," say "I feel fantastic!"

It's as simple as that.

Here are some more:

Change:

"I feel ok" to "I feel awesome"

"I feel motivated" to "I am driven"

"I feel confident" to "I feel unstoppable"

"I feel energized" to "I feel juiced"

Change the "good" words of the present to "magnificent" words of the future.

When you implement this, the impact will be **AWESOME!**

OLD "GOOD" PHRASES

1.

2.

3.

4.

5.

NEW "MAGNIFICENT" PHRASES

1.

2.

3.

4.

5.

How to lead a Confident Life

Congratulations!

You have finally reached the last session of this Confidence Building course!

We hope by now you are more of a DOER than just a READER.

With this course you will get going only if you put into action all that you picked up. Reading alone will be of no good.

Your confidence will shoot high only if you are a doer, and on that note let's kick off the last session.

The New Confident You!



Are you all pumped up with confidence as you reach the final stages of this course?

Have you been putting into action all those recommendations that you came across in this course?

If yes, we are glad that you are really serious about making a difference to your life by increasing your confidence levels and self-esteem. **Good Going!**

Trust that you are prepared to do an analysis of how you felt before and how you feel now.

Compare by writing them down as this will help you clarify everything and make them official.

We understand this could be difficult, arranging the thoughts without being subjective. But you bet you will feel great once you are done. At least, relieved!

And you know what? If you have done this smoothly, you are already a champion.

Yes! You heard it right! **CHAMPION!** And you now have that self-confidence you always wanted.

You have taken the first step and you deserve to treat yourself. Go out and watch a movie, or dine in a posh restaurant, or get yourself a new dress.

While you treat yourself, don't forget to take note of how your confidence has been building over the past 6 weeks.

Jot down all the things you have noticed that illustrate that your confidence is improving, no matter how small or large they are.

We will now give you an **8-point reminder** that will perform as a quick reference on how to get confidence in any given situation.

1. Think through your desired outcome - Ask yourself -
"How would a person with confidence do this?"
2. Visualize yourself doing the tasks. Close your eyes and see yourself doing it successfully.
3. Prepare thoroughly. What are you going to say? How are you going to say it?
4. Before you do it, go through it in your mind several times and be positive.
5. Put it into perspective - No matter what it is, in 50 years' time will people really care about it?
6. DO IT!
7. Learn from the outcome you get for next time.
8. REWARD yourself for DOING rather than TALKING about doing it!

Well, here you are, all confident and ready to face the world as this module comes to an end.

Hope you have gained enough from this course to last you a lifetime because remember, you only live once and hence you have to make the most of every opportunity and every moment that comes your way. And every time someone tries to give a blow to your confidence, just think what David Brinkley said:

□ A successful person is one who can lay a firm foundation with the bricks that others throw at him or her □

All the best for a BRIGHT & CONFIDENT future

Good Luck ...

And remember YOU CAN DO THIS!!!