

BE BOLD

Intro

- ✓ When you lack confidence, you're putting yourself in jeopardy of losing the success you're capable of before you even begin to try.
- ✓ There are some simple steps to building confidence that are often pushed aside because of certain fears.
- ✓ You can't really know where to begin with your confidence building journey unless you know where you are on the confidence chart.
- ✓ The last step in gaining confidence in yourself is to seek the experience you need for the goals you want to reach.

Assess Your Confidence Level

- ✓ It's difficult to build confidence unless you know where your strengths and weaknesses lie within.
- ✓ Name some things you excel at and some you feel unsure about.
- ✓ What do you do that may cause lack of confidence?
- ✓ What is a single issue that undermines your confidence?
- ✓ Do you compare yourself to others?
- ✓ Would you say that you have a positive outlook on life?
- ✓ Do you feel energized about life?
- ✓ Do you procrastinate?

- ✓ Do you set goals?
- ✓ Do you accept compliments easily?
- ✓ Do you stand up for yourself?
- ✓ After you assess your confidence level and have an honest determination of how you see yourself and others, you'll be ready to move on.

Prepare Ahead for Challenging Tasks

- ✓ **Gathering knowledge** will serve as a kind of roadmap to get you through the journey and arrive safely to your end destination.
- ✓ There's almost nothing you can attempt which doesn't require **some training** beforehand.
- ✓ When you need confidence to complete a task, it's best to **be organized** from the beginning.
- ✓ The old saying, **practice makes perfect** is certainly true when it comes to building your confidence.
- ✓ **Learning from mistakes** you make can be a future confidence builder.
- ✓ Be prepared to **accept any criticism** of your performance gracefully – discard what you want and learn from the rest.
- ✓ To feel more confident when you express yourself, you need to know that you **look and feel your best**.

Learn to be Assertive

- ✓ Main points of being assertive are:
 - Standing up for your beliefs and principles.
 - Letting go of fear and doubt to express yourself properly.
 - Ability to say “no.”
 - Letting go of guilt.
- ✓ Some things you can do to improve your assertiveness techniques include:
 - Begin with small things.
 - Express your wants and needs.
 - Replace negative thoughts (i.e. guilt for saying no) with positive thoughts (i.e. I deserve down time)

Revamp Your Image

- ✓ You can't project a confident image to others if you don't feel confident of your image on the inside.
- ✓ **Create a mind image.** Paint a picture in your mind about how you want to look and feel about yourself.
- ✓ **Make eye contact.** It's important when dealing with anyone.
- ✓ **What elements of others do you want to emulate?** Use the images of those you admire.
- ✓ **Change your wardrobe.** You don't have to go out and spend thousands to completely replace your clothes but begin to take critical inventory of what you have available.

- ✓ **Study body language.** Body language is a priority when changing your image to fit the person you want to become.

Gain Experience

- ✓ **Just do it** – No matter how difficult a task may seem or even if you've never done it before, jump into it and learn all you can.
- ✓ **Focus on the task at hand** – Without focus and clarity you may overthink the task and learn little from the experience.
- ✓ **Face your fears** – Gaining experience in certain endeavors may involve facing your worst nightmares.
- ✓ **Don't take yourself too seriously** – Try to maintain a sense of humor about anything you're experiencing.
- ✓ **Curiosity gets you ahead** – Those who have an innate sense of curiosity often feel more confident when facing new challenges.

When Confidence Wavers

- ✓ Don't let one mistake knock you out of the game.
- ✓ Focus on your own talents.
- ✓ Don't try to reach perfection.
- ✓ Fake it.
- ✓ Fight moments of doubt with positive self-talk.