



E-BOOK

7 Ways to Grow Your Confidence at work

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Welcome

I'm so pleased that you're here.

In case we've not met before, my name's Barbara Nixon and I'm a Success and Leadership Coach and founder of Smash Your Own Ceiling [®], and I've been in the people development space for over 26 years and worked with hundreds of leaders and business owners at all levels to help them remove the blocks that are holding them back, get out of the weeds, and side step self doubt and imposter syndrome and elevate as the leader they are.

I know that self doubt, imposter syndrome, confidence blips, playing small and holding yourself back can happen at any level, it's all just part of the human experience, but it can also feel really hard to get past.

That's why I've created this e-book to share seven simple and practical things you can try to develop your confidence at work.

Have a go and I'd love to hear how you get on.

Barbara

Confidence Tips

01

Create an Experiment

Remember the science experiments that you did when you were at school?

Where there was no success or failure, just results?

This is where we're starting.

Have a think about one area at work where you would love to grow your confidence eg speaking up in meetings and create an experiment around it.

Give yourself a timescale for example 2 months and aim to speak in as many meetings as possible logging all of your results as you go...remember there's no success or failure...it's all just results.

This is a great exercise to do as it really helps to take the pressure off being perfect, or getting everything right. It's just about taking action and seeing how you get on.

Confidence Tips

02

Create and use affirmations

An affirmation is something that we say to ourselves (so you'll have been using affirmations without even realising it) and can really determine the actions we take.

In this tip the idea is to really focus on speaking positively to ourselves and to come up with some great affirmations that will give us the boost and confidence we need and keep our mindset in check.

A good place to start is to come up with some positive statements and say them to yourself as you're getting ready for work every day (and whenever you need a boost)

Eg "I'm really excited about the meeting today" "I'm getting good at speaking up in meetings" "It's fun to speak up in meetings' etc, 'I'm excited to be doing something new'

The more you feel into them, the more they'll work.

Confidence Tips

03

Focus on bravery first

‘Confidence is a memory of action’ which means that the more we do something, the more our confidence grows.

However, this can feel tricky when we first start, so instead of focusing on trying to be more confident, focus on being brave.

Say yes to opportunities

Speak up in that meeting

Have a go at doing that presentation

Have the difficult conversation

Go for the promotion

Have a go and see what happens.

Confidence Tips

04

Create and listen to a confident play list

Have you ever listened to some music and instantly felt really high vibe and like you could take on the world??

That's the power of music...so have a go at creating your own confidence playlist, full of the music that really motivates you and makes you feel at your best.

I'm talking 'Eye of the Tiger' vibe here :)

Once you've created it, play it whenever you need a boost.

Confidence Tips

05

Change your self talk

We've talked about affirmations, but now's the time to start to spot your self talk and if necessary change it when it's not the most positive.

For example - 'No one ever listens to me in the meeting'

might become... 'I'm getting more and more confident to share my ideas'

The trick here is to spot the self talk...say something like "no I don't believe that anymore" and switch it to something else.

The more you do this, the easier it will be.

Confidence Tips

06

Look at where you've grown your confidence before

You've actually been growing your confidence your entire life...the thing is we don't often reflect or take notice at the time.

So, try this exercise...look back over the last 5-10 years and write down all the things you've done that you're really proud of...no matter how small you think it might be. If you achieved it, and you're proud of it write it down.

You'll be amazed at how many times you've grown and this time it's no different.

Confidence Tips

07

Act “As If”

Have a think about how you would be, show up, act, speak etc if you were a confident person...and take some time to write it down.

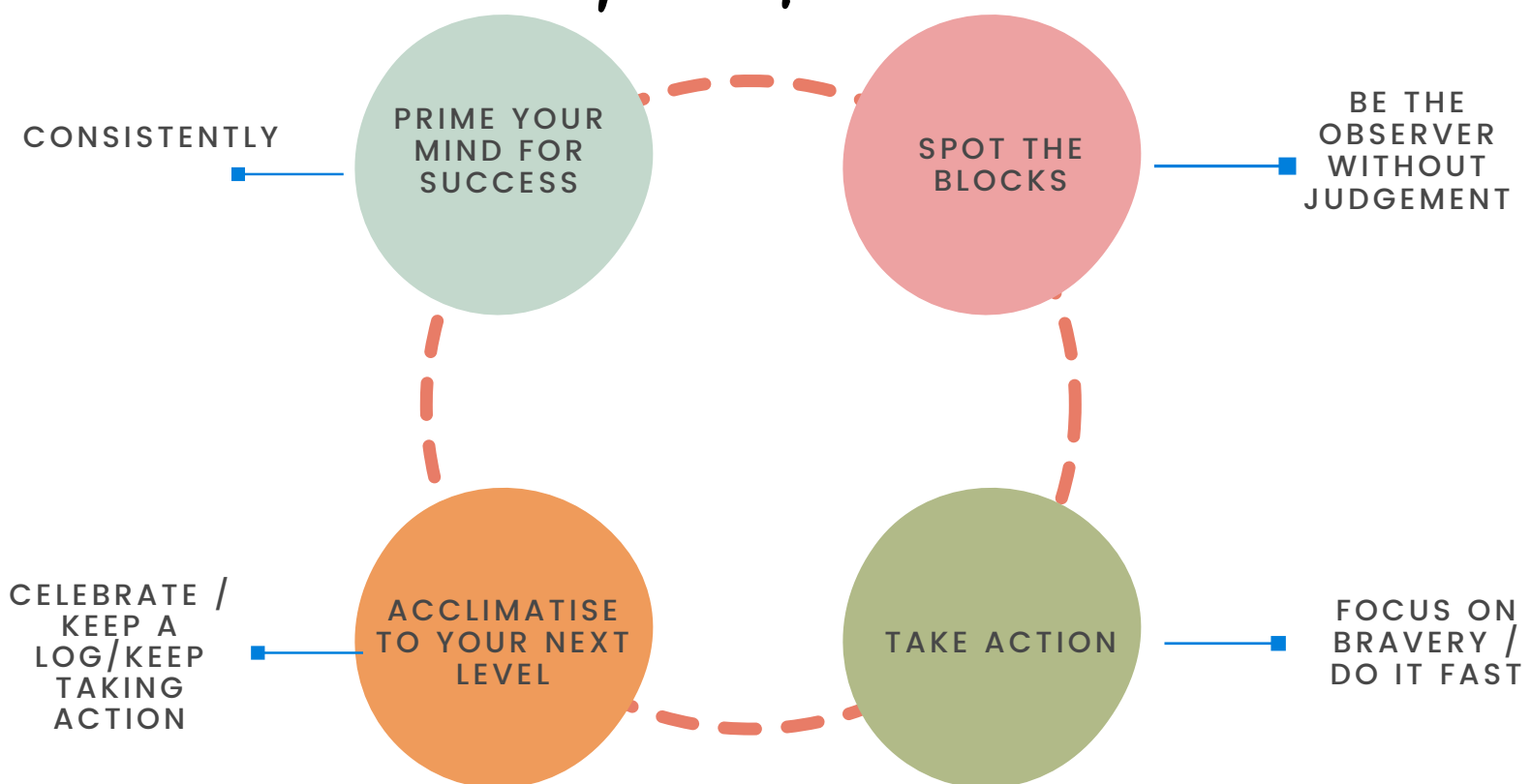
What stops you from doing that now?

Acting ‘as if’ is a great way to embody confidence, and the best bit is that no-one needs to know that you’re just ‘having a go’.

Don’t forget to take note of how you feel, and anything that goes well so you can see that it’s working.



The Success Block Method





Next Steps

Well done for focusing on your own development.

Here's how you can continue the journey....

- Look into working with me one to one as your coach or joining the Smash Your Own Ceiling Programme (visit www.barbaranixon.co.uk for more info)
- Subscribe to the Smash Your Own Ceiling Podcast
- Connect with me on LinkedIn
- Complete the Confident Leaders Quiz - go to www.barbaranixon.co.uk for more info