

How to... build your self-confidence

Self-confidence is a vital attribute in our ability to succeed in work and life. It can be described as the trust we have in ourselves to deliver in specific circumstances and it can fluctuate from day to day and situation to situation. So, investing in building and sustaining your self-confidence can make a big difference.

Though there are numerous models for building self-confidence here are the seven steps we've found most powerful...

■ Establish and maintain a realistic personal inventory

Identify what you're good at, honestly. This is about your real skills, not those you wish you had. Maybe ask a trusted buddy/colleague to help you identify your key skills and strengths.

■ Be true to your values

What's important to you?
What wouldn't you be prepared to compromise?
Do you live your life according to these values?
If not, what do you need to change so that you can live them?

■ Identify and develop your support systems

Who are your important relationships, your supporters, those on whom you can rely? How are you nurturing them?
What activities give you support, enable your life to flow?
What other resources can/do you call on – in yourself and from other sources?
What are your helpful habits, systems and processes?

■ Set realistic goals for yourself

Goals give direction and purpose.
Try to make them exciting, motivating and at least a little stretching.
Be realistic!

■ Be assertive

Be clear about what you want/need and be prepared to ask for it.
Be prepared to ask for support or help...and to accept it!

■ Accept the human-ness of yourself and others

It's okay to make mistakes – learn from them and have another go.
It's okay to be different.
Learn to give yourself (and others) a break. Forgive and let it go.

■ Take a moment for self-praise

Learn to recognise/acknowledge your achievements for yourself...and celebrate them.
Pay attention to that little voice within – is it always critical? If so catch it and restate the message in a more positive way.