

Dishing Up Confidence Tip Sheet



To increase the portions of confidence you have at work!

Be Yourself

You need to find your own flavour of confidence. There's nothing worse than imagining you'll imitate someone else only to find yourself feeling brash or cocky. **Confidence means fitting into your own skin.** "Quietly confident" may well be your twist on it rather than an act you acquire.

Ask for more

Communicating that you're prepared for *any* honest feedback, **ask 5 special questions** from those you know and trust:

1. How do I come across?
2. What can I be counted on for?
3. What can I not be counted on for?
4. What skills might I develop further?
5. Where are my strengths?

Certainly 1, 2 and 5 are confidence boosting. 3 might highlight skills to delegate and 4 hints at your potential. Be prepared to reciprocate if asked.

Giggle, grin and howl

Imagine the person who seems most confident at a dinner party. It's the person who is **laughing and smiling**. Being uptight won't help your confidence. Kick back a bit and enjoy what you do. Laughing at yourself will help you to try new things and feel free to make mistakes whilst you're learning that which can develop your confidence. People will feed back to you that you're good to be around. Being sociable, in a way you're happy with, will boost you.

Wealthy appetite

There's a wealth of information, learning opportunities and access to developing skills through networks, online, industry conferences and books. Have a plan to keep learning – **Continuous Professional Development (CPD)** is becoming more widely recognised as a way to stay ahead. It will boost your confidence.

Say No!

Choose perhaps 2 things you decide you won't do because by not doing them you will feel more confident. If you say no to someone there are a few messages going on but you only need to worry about your own which should be:

- I'm doing what I am good at
- I'm doing what I want to do
- You can rely on me to do things I do accept well
- I'm not doing something I don't have to
- I'm not here to please

By **practising having such boundaries** you're acting with confidence.

Mirror Mirror

We don't like things to look unpleasant and we're not aware of how we act when we're nervous. If you have specific regular situations causing you to not feel confident, practice them in the mirror so you're aware of how you come across. You can temper your fidgeting in private and **adjust your body stance** for one less worry later.

Master chef

Rarely would a pastry chef claim to be the best fish chef in the world. Likewise, why try to excel where you don't? Be a master of what you do well. The chances are it's what you enjoy. The natural enthusiasm you exude in relation to this subject will help you appear confident whilst growing confidence. Concentrating your efforts where you have big gaps is draining and doesn't highlight your natural talents. **Having fun builds confidence!**

Smell Fear

As fear wafts all around you, take heed. Tackle that which scares you for a speedy confidence boost. If you come a cropper it's just like burning dinner – there's another day. But you'll find it's not as bad as you think and you've found a way to get on with it despite worries. FEAR is, after all, just False Evidence Appearing Real. Next time it will not be as scary. **Reclaim your confidence!** Develop courage by trying things you know have a risk attached.

Throw away the scraps

The bits you don't want will not fill you with enthusiasm. If you have parts of your job you don't know how to do and you don't have any pleasure at the thought of learning how then give it to someone else. This could mean paying for the skills as you would a plumber, or skill-swapping with someone who needs what you do best or delegating to someone who will enjoy rising to the challenge. Your **confidence is linked to your energy levels** and thus your enthusiasm!

Try new things

If you try new food, you may enjoy a taste sensation previously undiscovered. If you move your habits from your comfort zone you'll make discoveries and build confidence. Imagine a training course where in the morning session everyone finds a seat. Most people will return to that seat after coffee to stay in their comfort zone. See the room/work/challenge/walk or drive to the office from **a different angle** by changing your behaviour. You'll be less phased and more adaptable and confident when it's not so much your own choice.

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