Learning To Be More Confident

AIMS

a)help you understand what confidence is and why it works;

a)help you learn some of the mental habits that underpin confidence

a)help you to apply these to real goals that you identify in your life.

METHODS

a) 6 lessons and 20 steps

d) ONLY divulge in group what you feel comfortable with – otherwise diconfidantes in private.

2 3 1

Part 1

What is Confidence and How Does It Work? · Lesson 1. Identify Your Challenges

• Lesson 2 A Surprising Way to Control your Brain

• Lesson 3 Finding Your Sweet Spot

• Lesson 4 What is Confidence?

• Lesson 6 Confidence Can Be Learned

Part 2

Aspiration, Attention, Action, Attitude

• Step 1 Aspiration

• Step 2 Use Attention to Control your Emotions and Performance

 Step 3 Do an Attention Audit Step 4 Take Action in Spite of Uncertainty

• Step 6 Attitude to Self

Part 3

Attitude to Failure, Adver

•Step 1 Attitude to Failure

•Step 2 Adversity

 $\bullet {\tt Step~3~Asking~for~Reassurance}$

•Step 4 Anxiety

5 6 4

Part 4
Actor Mindset, Address the Impostor, Address Saboteurs,
Affirm Your Values.

· Step 1 Actor Mindset

• Step 2 Address the Impostor

• Step 3 Address Saboteurs • Step 4 Affirm your Values. GROUP EXERCISE

In your groups, each person briefly outline what they understand about confidence and its relevance to work, home and social life as they have observed it.

Put forward any questions you have about confidence.

PART 1 What is Confidence and How Does it Work?

Identify Your Challenges

Question

Can you think of a challenge that you face, internal or external, that causes you anxiety or self-doubt when you imagine facing it?

Questions

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10 11

Questions

Are you aware sometimes of trying to make yourself invisible in meetings by attin making yourself small?

Here you sometime avoided applying for more senior positions not because you be because you to be because you to be considered to the ordificence to take the responsibility?

Are there sports, hobbles or other activities that you would like to try but don't, b, the confidence to late the first stays;

If you face difficulties in completing a task—for example, learning how to use a netherhology, learning a musical instruence, or solving a problem at work—do you to saying things to yourself like I'm no good at this?

Are you cometimes aware that many of the people around you seem effortlessly or offernat to you?

TASK for Lesson 1

Think about the above questions and consider what challenges you would like to work on over this course. Write down 3 challenges for yourself that you could consider working on.

- Challenge 1.
- Challenge 2.....
- * Challenge 3

Lesson 2

A Surprising Way to Control Your Brain

13 14 15

Breathe

TASK for Lesson 2

Practice 4-6 slow breathing for several minutes before going on to the next lesson. $\,$

By all means experiment with the count – some people find it helpful to hold their breath for a count of two before they breathe out – 4-2-6.

Find what is most comfortable for you and do it 10-20 times while sitting relaxed and with your eyes closed.

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Lesson 3

Finding your Sweet Spot

- Take a look at this figure. You will see that there are different mental states on this curve ranging from sleepy on the far left to panic on the far right.
- These are different levels of something we call 'arousal' the state of excitation in your brain.
- ${}^{\bullet}$ Where would you locate yourself on this curve right now?

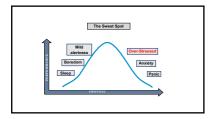


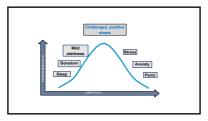


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Feeling in control of your emotions is the foundation stone of confidence.

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TASK for Lesson 3

• Each time you change what you are doing — for example, between sitting reading to standing up to make a coffee, or from answering emails to phoning a colleague — take 30-40 seconds to reset your brain chemistry by taking a few slow 4-6 breaths.

Lesson 4 What is Confidence?

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By the end of the decade we will put a man on the

President JF Kennedy May 25, 1961

25 26



CONFIDENCE

optimism

self-esteem

Empowers Action

Humans imagine things that do not yet exist and work to make them happen.

This is the bridge to the future.

28 29 30

TASK for Lesson 4

- 1. Write down 3 examples of people you have seen or heard of who have embraced an uncertain future and, through confidence, done things that have taking them forward in life.
 2. Go back to the 3 personal challenges you set out in Lesson 1. Write down a number between 0 and 100 about how certain you feel about achieving each. 0 would mean you think there is no chance, 100 means you are certain.
- 3. If you wrote 100 for any of them think about revising that challenge to one where you are less certain about achieving it.

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TASK for Lesson 4

Examples of people who have taken action in spite of uncertainty

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TASK for Lesson 4 el about achieving each of your 3 challenges – rate 0-100

Challenge 1:

Challenge 2:
 Certain (100)...

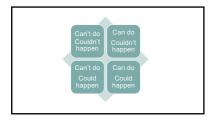
Certain (100).......Fairly sure (75).......50/50.......Very unsure (25).......Can't do (0)

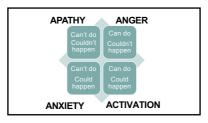
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Lesson 5 Can do - Could happen Could happen



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37 38 39

Apathy

- It lowers your mood and makes you more depressed;
 It makes you more anxious and less likely to take action
 It saps your motivation and lowers your initiative
 It slightly lowers your mental sharpness because of the lower dopamine levels in the frontal lobes of your brain
 It makes people less likely to do what you ask-you become less persuasive and your status goes down.

Activation (Confidence)

- Your mood is higher -confident beliefs act like a mini antidepressant
 You are less anxious and therefore less likely to avoid a difficult challenge
 You are more motivated and therefore more likely to take the 1st and subsequent
 steps towards a new challenge
 You're a little bit smarter because of the increased dopamine in your frontal lobes
 These confident beliefs makes you more influential and persuasive with other
 people and therefore more likely to get your way towards your goals.

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- TASK for Lesson 5

 · Go back to your three challenges that you identified at the beginning, and ask yourself about your can do and could happen beliefs about each of these three challenges.
- For each challenge, estimate how likely it is that you can do the thing, and that if you do it the outcome could happen.
- · Do this using the same scale as in the last lesson namely zero to 100.
- If you find that you have very low scores-say less than 40 or 50 for any of your ratings, then carefully think about your challenges and whether they need to be amended.

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TASK for Lesson 5

Challenge 1 (Repeat for Challenges 2 and 3)

CAN DO

COULD HAPPEN

Certain (100).......Fairly sure (75).......50/50.......Very unsure (25)...

GROUP EXERCISE

What are the external habits of confidence that you have observed in other people: of way of speaking, content of speech, posture and bearing, facial expression?

What are the internal habits that you surmise confident people you have observed may have – for example of thinking, emotions.

What are the equivalent habits of underconfidence you have observed?

Lesson 6

Confidence Can be Learned

Confidence is ..

- · A collection of behaviours
- That are learnable
- \bullet Work exponentially via the Winner Effect
- ${\color{red} \bullet}$ Via multiple little success experiences
- That build up to big success experiences
- Which can be engineered through self-set goals.

The Mathematics of Confidence

Doing nothing at all..

(1.00)== 1.00

..taking small consistent actions

(1.01)== 37.7

47 48

TASK for Lesson 6

Sit down with a friend, relative or partner, and try to summarise to them what you have learned about confidence so far. Discuss with them their own experience or thoughts about confidence or lack of it – not necessarily in themselves, but in friends, family or acquaintances. See if you can identify different ways in which confidence has played a part, positively or negatively in the lives of people that you learn about.

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PART 2

Learning to be More Confident – Aspiration, Attention, Action, Attitude

Aspiration, Attention, Action, Attitude

- Step 2 Use Attention to Control your Emot
 Step 3 Do an Attention Audit
 Step 4 Take Action in Spite of Uncertainty

Step 1 Aspiration

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ASPIRE...

Let your imagination free to picture of some future possibilities for you personally and professionally and, if appropriate, the organisation or company you work for.

Be playful and don't let yourself think of obstacles or practicalities.

Do this for 1 year, 5 years and 10 years hence

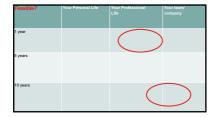
Examples	Your Personal Life	Your Professional Life	Your team/ company
1 year	Run a half-marathon	New qualification	Significant growth
5 years	Leading role in amateur dramatics	Head of department	Market leader
10 years	Establish family home	CEO	Global reach

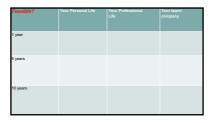
You Aspire to	Your Personal Life	Your Professional Life	Your team/ company
1 year			
5 years			
10 years			

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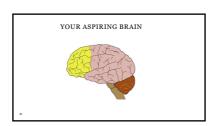




Do Your Goals Match?	Your Personal Life	Your Professional Life	Your team/ company		
1 year					
5 years					
10 years					

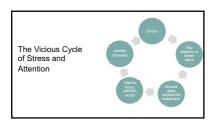
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Step 2
Attention: Use It to Control your Emotions and Performance

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Step 3
Do an Attention Audit

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Do you usually have a clear goal in mind for everyday tasks – or are you often distracted from one thing to another? Do you multi-task – eg responding to message alerts in the middle of writing a report?

Do you pause between each new activity or do things just run into each other?

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Can you just focus on one thing for 30 minutes?

Do you talk your way through daily or work tasks, for example –

'Right, I'll allocate 10 minutes to this problem and then take a break/cup of tea/walk' Do you take short 3-5 minute breaks during the day, where you do nothing, including checking your phone or the news?

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Do you usually have a plan for your day?



GROUP EXERCISE

Discuss the results of your attention audit with the group

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Step 4

Take Action in Spite of Uncertainty

Think of a time when you backed out of something because you were anxious.

E.g. call off that meeting, back out of that interview, cancel that date...

How did that make you feel?

"I always did something, I was a little not ready to do, wow I'm not really sure I can do this... But I push through"

Merissa Mayer CEO Yahoo



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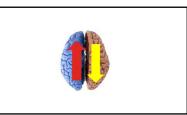
"As you start to walk on the way, the way appears"

Rumi (1207-1273)



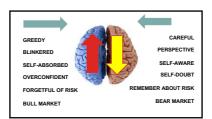
One can choose to go back toward safety or forward toward growth. Growth must be chosen again and again; fear must be overcome again and again.

Abraham Maslov



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Task for Step 4

Write down some examples from your life of times you have faced up to challenges and taken action to meet them.

Now write down examples of where you have avoided challenges and pulled back from action.

If you had to plot a graph of where you have been in this tussle between going forward to reward versus pulling back in fear of punishment, what would it look like?

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Step 5 Deliberating and Implementing Think of a problem or issue that you are indecisive about. For example:

Should I ask for promotion? Should I move house? Should I change job? Should I go back to College? Should I have that difficult conversation?

Think about one of your personal goals that you decided earlier you wanted to achieve. Think about the concrete steps you will have to take to achieve it.

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> Deliberative v Implemental Mindset

An implementalmind setbenefits confidence

How good/bad are you at setting goals for yourself over different time scales

of:
* minutes
* hours
* days
* weeks
* years?

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Tasks for Step 5

How well do you balance deliberation and implementation in your life?

Are you an action-person who seldom stops to review your goals?

Or are you a habitual goal- deliberator, always second-guessing yourself and seldom fully committing to action?

Tasks for Step 5

 $\bullet \textit{ Break Goal into 5-10 steps}$



• Time How I know it's finished.....

 Pre-commitment actions for Step 1 o a)..... • Reward

• Goal Step 1

Tasks for Step 5

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> Repeat for each step, and then repeat steps for each goal.

Step 6 Attitude to Self Do you think that your abilities/intelligence are pretty much fixed by inheritance or early experience?

Or are they a result of a combination of factors including education and other types of experience?

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> Do you think that your personality and emotions are pretty much fixed by inheritance or very early experience?

Or are they a result (at least partly) of learning and lifetime experience?

Fixed mindsets cause a fragile confidence that copes badly with negative feedback or failure.

Fixed mindsets make key brain areas close down after negative feedback or failure so you don't learn from it

Tasks for Step 6

- Think about these questions. If you feel comfortable doing so, discuss your answers with others.
- Do you think that your abilities are pretty much fixed by inheritance or education? Or can they be changed? What about your personality, emotions or habits?
- What would your parents' attitudes to failure have been?
- Failure has positive effects which you can use;
- or Failure experiences help you grow and learn;
 or Failure has bad effects and you should try to avoid it.

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Part 3
Learning to be More Confident – Attitude to Failure,
Adversity, Asking for Reassurance, Anxiety

* Step 1 Attitude to Failure

* Step 2 Adversity

* Step 3 Asking for Reassurance

* Step 4 Anxiety

Step 1 Attitude to Failure Think back to a time when you failed

exam, an interview, a failed promotion, or some more personal event such as a failed relationship.

Maybe you feel that twist in your stomach, or that feeling of pain, disappointment or maybe even humiliation

Now try and catch the thoughts that were going through your mind after the faiture.

What sort of things were you saying to yourself?

Did you catch thoughts beginning with I....? – I can't do this... I'm a failure... I can't go on with this... I'm a laughing stock...

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Think of a Failure Experience you have had.

What were your thoughts?

Big 'I' thoughts

I'm no good at this...

I'm a failure

I can't go on with this

I'm a laughing stock

'Getting through this is going to make me tougher

It is type to joint me failure, but it is the to joint make me tougher

It is type to joint me failure, but it is the est teacher.

Failure is a much better teacher than success but we have to embrace it, not run from it.

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Group Exercise

• Discuss times when you have learned from failure

Step 2 Adversity Think of some adversity that you have had in your life

- Bullied in school, a financial setback in your family, Illness, being treated unfairly in some way or going through a bad patch emotionally.

- If you cannot think of any adversity, then you're very lucky.

- Or are you?

106 107 108

What doesn't kill me makes me stronger (within limits)

- Research shows that some moderately tough experiences can be like a type of emotional vaccination that make you more resilient.
- Severe adversity is quite another matter, and no one would wish that on anyone.
- However, young people who experience moderate levels of adversity end up more emotionally robust then young people whose early life has been completely free of any

Tough times and Negative Emotions eventually pass

- Particularly if you:
- · Don't fear fear
- Don't let yourself feel out of control Set internal goals where necessary

- Tasks for Step 2

 Note down examples of adverse experiences you have had in your life. Think about whether there were any positive outcomes for you in any of them.
- Discuss any of these experiences with others if you feel comfortable doing
- Finally, can you think of some internal goals you could have set for yourself in the context of tough experiences. If so, make a note of them below.
- · Internal Goals

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Step 3 Asking for Reassurance

How often do you do things like these?

- · Apologizing too much

- Apologizing too much
 Brushing off compliments
 Putting off even small decisions because not sure if had chosen correctly
 Self-deprecating jokes I'm such an idiot.. I'm just so disorganized

Reassurance can be a trap

Habitual reassurance-seeking serves to reduce anxiety but can become a disabling habit that saps confidence in yourself...and saps the confidence of others in you.

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Tasks for Step 3 Examples of reassurance seeking. High Risk situations for reassurance-seeking What are the high risk situations for doing this? – For example, certain meetings or situations. List some below

Step 4 Anxiety "I wish someone had told me it's OK to be anxious.'









"I've always said the day I'm not nervous playing is the day I quit."

118 119 120





Set internal goals for yourself If the external goal seems unatta focus on the internal goal

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- Tasks for Step 4

 Think of a situation facing you that makes you anxious when you thin it—in work, home or elsewhere.

 Try to feel yourself into the anxiety that this situation arouses in you.
- Now try to turn that sense of threat into one of challenge by setting an internal goal for yourself about how you will behave in that difficult situation.
 Try to get into the frame of finid where you have an edgy anticipation of the difficult situation to see whether you can indeed perform in spite of anxiety.

Part 4
Learning to be More Confident – Actor Mindset, Addressing the Impostor, Addressing Saboteurs, Affirming Your Values.

- Step 2 Addressing the Impostor
- Step 3 Addressing Saboteurs Step 4 Affirming your Values

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Step 1 Actor Mindset



In 2012 Novak Djokovic had a breakthrough in his mental game.

- ·As he began playing on the biggest stage he'd have doubts at the worst moments. Match point. Self Doubt.
- Pre-breakthrough, he saw these thoughts as a major problem...As bad...As something he needed to eliminate.
- "I used to freeze up whenever I made a mistake."

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His breakthrough - accepting he could not eliminate his negative thoughts and self-doubt ...Even at the worst times on the court. Old Mindset: I need to improve so that negative thoughts NEVER arise on the court. If doubt occurs, something is wrong.

- New Mindset: Because I am human, I expect negative thoughts to happen when the pressure is highest.
 Now he EXPECTS doubt to arise on the biggest stage.
- His insight: "Everyone goes through these thought processes of self-doubt. I don't think it is particularly bad. Before, I was trying to ignore it or shut it down

Decentering

- · Third person commentary
- Being a performer (not all the time!)
- Speech
- Posture • Eye contact
- Power of silence

- Tasks for Step 1

 Audit yourself for your externals of confidence speech, posture etc.
- · Practice some of these decentering methods.
- Practice them in your imagination first, then if you can, in easy situations.
- See if you can try at least one of them in a difficult or stressful situation which would normally make you feel anxious.
- Review your 3 challenges in terms of the actor mindset

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Step 2

Addressing the Impostor

Do Any of These Apply to You?

- 1. I can appear more competent than I actually an...
 2. I dread being evaluated.
 3. My present position is due to luck rather than my capability.
 4. I'm afraid people are going to find out about my true ability
 5. I find it hard to accept praise for my accomplishments.
 6. I often compare myself with others and think they are smarter than
- 7. Even when others are sure I can succeed in a project or exam, I always
- I feel discouraged if I'm not 'the best' or at least 'very special' in situations involving any kind of achievement

Feeling Like an Impostor Sometimes is both Normal and Healthy

• Your colleagues should worry if you never feel like an impostor.

- High achieving people drive themselves with high standards -they tend to be hard on themselves in assessing this
- There is little worse than working with someone who overestimates their abilities and is complacent in their incompetence.
- When you say to yourself "I can do this', or "we can do this", you are choosing to focus on the probability of success not on the smaller chance of failure.

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Actors Don't Feel Like Impostors

- Conscientious people find this difficult because it feels as if they are deceiving people or maybe even deceiving $% \left(\frac{1}{2}\right) =\frac{1}{2}\left(\frac{1}{2}\right) \left(\frac{1}{$ themselves.
- An actor on the stage does not feel like an impostor because she is playing a character quite different from her personality.
- But she can embrace the role and enter that character with a conviction and credibility that brings the audience with her.

Task for Step 2

- Ask friends, relatives and colleagues who you trust about their experiences of feeling like an impostor.
 Take a blid's ye view of your own achievements as if you were an external consultant and assess how justified your feelings of being an
- Try to adopt the actor mindset in such situations be the actor who is playing a role and assess yourself on the performance of the role.
- Do not confuse the role with your core self and any personal doubts you have.
- Review your 3 challenges in terms of impostor feelings.

Step 3

Addressing Saboteurs

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The Internal Saboteur

- The most malicious saboteur of your confidence is very close to you. It
- disability.

 Some groups have stigma associated with them negative stereotypes leading people to associate certain negative qualities with them, consciously or unconsciously.

 It is to easy for us to bring that negative stereotype into our minds and apply it to ourselves.

The Internal Saboteur

- For example, if older people being tested for memory function if they are tested in a youth-dominant, college, white-coat environment they remember much less than in a less youth- and clinic- focussed place.
- This all happens because the internalised stereotype raises anxiety about performance on the test, which in turn lowers both confidence and performance.
- This can be done by challenging others who voice the stereotype, talking yourself out of that belief I am just as good as them... or by joining with like-minded members of the group to reinforce the non-stereotyped beliefs.

The External Saboteur

- . Sometimes people close to us can be unsettled if they see us succeeding in some domain more than them.
- The mere presence of a power-relationship can, because of the dominance that power gives a person, can undermine confidence.
- A partner who has a greater emotional need for their partner than vice versa, puts the other person in a position of power. This unbalanced power can undermine confidence

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The External Saboteur

- Men on average tend to be over-confident in comparison to women. This gives them status and hence power, on average, in many situations (with many, many exceptions).
- The most powerful antidote to such saboteurs is to make yourself aware of the sabotage and name it to yourself and to $% \left\{ 1,2,\ldots ,n\right\}$
- Simply calling something out can give you a sense of control, and when you feel more in control, this makes you more confident.

Task for Step 3

- TASK First, try to identify any negative stereotypes that you have internalised. List them
- Second, list any saboteurs around you who are well-meaning or unaware of their sabotage. List them
- . Third, if there are any, list any saboteurs around you who $\cos(\omega_0)$ a there are any, list any saboteurs around you who consciously and deliberately undermine your confidence. List them

Step 4

Affirming your Values

Threats to the Ego

- Think of a time in the past when you felt belittled, even humiliated.
- Maybe it was a rejection by someone, a failure to get a job you hoped for, or an exam failed.
- Think of the failure experiences that we discussed previously, to help you summon up the feelings in your body and thoughts and emotions in your mind of that sense of belittlement.
- Make some notes below about what the situation was and , how you felt

Who are you and what do you stand for?

- Leadership
- Competence
- Friendship A comfortable life
- Creativity • Love
- Toughness
- Kindness

Who are you and what do you stand for?

- Curiosity
- Adaptability
- Cautiousness • Intellect
- Rationality
- Achievement

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145 146

Who are you and what do you stand for?

- Helpfulness
- An exciting life
- Imagination • Equality
- Persistence
- Wisdom
- Honesty
- Optimism

Who are you and what do you stand for?

- Sociability Loyalty
- Adventurousness
- Self-control
- Cleanliness
- Bravery Patience

Who are you and what do you stand for?

- Family wellbeing
- Independence Liveliness
- Organisation
- Empathy
- Gratitude

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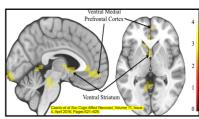
Choose 5 Values Closest to Your Core Identity

- •1
- •2 •3
- •4
- •5

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How Self-Affirmation Works

- If you make someone feel threatened say by invoking shame or fear of humiliation or failure then their response will tend to be one of self-protection, of devoting mental energy to protecting their good view of themselves.
- We all need to feel good about ourselves and this is the basis of our sense of self-worth.
- That sense of self-worth has one important function to ward off awareness of our own mortality.
- Self-affirmation of our values produces powerful changes in the brain (eg reduced amygdala activity), increased self-reflection in the middle part of the frontal lobes, reduced arousal.



Task for Step 4

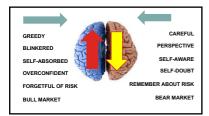
- Try to summon up the thoughts and feelings again.
- Does affirming your values help take some of the sting out of this painful

Overconfidence

- •Confidence is a 2-edged sword
- •Remember the challenge-threat competition of the brain



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Review Your Challenges

- Please review the challenges you set for yourself earlier in the course Did you achieve one or more of them?
- If not, then consider what may have caused this
- Did you lose heart or confidence?
- Did you persist through failure and practice the new habits needed for confidence often enough?
- But don't stop there there are always new challenges as you try to cross that bridge to the future.

 The habits of confidence will help you cross it.

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