
DEVELOPING CONFIDENCE

Many people lack confidence as they approach tests, new situations, or life in general. We tell ourselves that everyone else is more confident and clever and comfortable than we are, but that is usually not true—neither is it true that people are born confident. Confidence can be built and learned in small steps that *you* control. If you complete one small task successfully, you will feel better about your capabilities and you'll be ready to tackle the next task (with more confidence).

Remember: a positive attitude and confidence go hand in hand.

| Self-Confident | Low Confidence |
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| Doing what you believe to be right, even if others mock or criticize you for it. | Governing your behavior based on what other people think. |
| Being willing to take risks and go the extra mile to achieve better things. | Staying in your comfort zone, fearing failure and so avoid taking risks. |
| Admitting your mistakes and vowing to learn from them. | Working hard to cover up mistakes and praying that you can fix the problem before anyone is the wiser. |
| Waiting for others to congratulate you on your accomplishments. | Extolling your own virtues as often as possible to as many people as possible. |
| Accepting compliments graciously. "Thanks, I really worked hard on that prospectus. I'm pleased you recognize my efforts." | Dismissing compliments offhandedly. "Oh that prospectus was nothing really, anyone could have done it." |

Confidence Building Tips

- 1. Break tasks into smaller units.** Before you set out to perform a task or try to achieve a goal, you must realize that the activity is really a series of smaller steps. This is a basic concept in any type of project planning. Thus, instead of waiting until the end to determine if you are successful, you have a series of successes, leading up to the finish.
- 2. Acknowledge your success for each step.** For each one of these steps or mini tasks, you must acknowledge your success. Congratulate yourself each time you succeed. If you do not do well, correct your error but take care not to be too hard on yourself.
- 3. Learn from your mistakes to reinforce your confidence.** This will reinforce your acknowledgment of your abilities and increase your confidence as you go on to achieve the greater goal.