

10 TIPS ON: CONFIDENCE

Confident people are usually happier at work. This is, in part, because they aren't afraid to take on new challenges and put themselves forward for promotion, so end up with a more varied and ultimately more rewarding workload. A lack of confidence usually comes from negative thoughts or experiences. One, sure-fire way to get confidence levels moving in the right direction is to replace negativity with positive actions and thinking. This is something that can be done on a personal and organisational level; create a positive environment and the rest will fall into place.

1. **Push yourself** – Get out of your comfort zone and push yourself to do something that really challenges you. Give yourself the chance to learn new skills and benefits from new experiences. Facing your fears head on will show you that you can overcome them. So put yourself forward to give a speech or coach a new member of staff.
2. **Know your strengths** – Write down all the abilities that you bring to the company. Focus on your strengths rather than your weaknesses. Acknowledge that you do these well and commit to refining and honing these skills further. Doing something very well rather than competently will give you a real confidence boost.
3. **Make promises** – Let people know what you are going to do. Make commitments to stick to deadlines and then stick to them. By making yourself accountable in public, your confidence levels will increase when you fulfil your commitments and so will the respect you receive from your colleagues.
4. **Walk the walk** – Giving the impression that you're confident is half the battle. Dress well, make eye contact and stand up straight. If you are positive and friendly with other people, it will be reciprocated. When people look at you, they'll see a self-confident person and soon enough you'll believe it too.
5. **Hit the books** – Becoming more knowledgeable about what you do and the area in which your work is sure to make you more confident in your job. Keep up-to-date on industry trends and make a habit of watching relevant TED talks to see what other ideas are out there.

6. **I want to be like you** – Spend some time to think about people who you admire at work. Ask yourself ‘what is it that makes them great?’ Now, which of those characteristics could you work on? Be inspired by other people rather than comparing yourself to them and focusing on the areas where you don’t match up.
7. **No such thing as a stupid question** – Confidence can often be low when you don’t really know what you’re doing. You don’t trust yourself to get tasks completed to standard. Whenever you’re not sure, ask questions. Getting clarity and advice will stop you worrying.
8. **How am I doing?** – Getting feedback can be reassuring and will stop you wondering if you’re doing something wrong. Obviously, positive feedback can have a great effect of confidence but even constructive criticism will give you a sense of what you can do to improve. Don’t wait for people to tell you what they think of your work, ask them! It shows you care about the standard of work and want to be successful.
9. **Let them know you’re there** – When you come across someone new in the company, introduce yourself. No one has ever been offended by a smile and a handshake. This will help you to build up your confidence and help you with your work by putting names to faces. Make sure you know other people’s names if you want them to know yours.
10. **With friends like these** – Avoid negative people who criticise you. It’s far better to be in the company of positive people who will pay you a compliment. These are the people who can help boost your confidence. Get in to the habit of paying compliments and you’ll find yourself receiving more.