



Top 100 Tips ... for Building Confidence

Identity

1. Make a list of all your achievements (Remember; everything counts!)
2. Clarify your own values.
3. Visualise yourself as confident.
4. Firm up your self knowledge by taking some personality assessments.
5. Pretend to be someone you admire for the day.
6. Keep going when the going gets tough – after all, who said it would be easy?
7. At the end of each day, remind yourself of your successes.
8. Make a list of 20 positive adjectives that describe you at your best.
9. Recognise your regrets then let them go.
10. Set short and long term goals that make your heart sing.

Boundaries

1. Keep a record of any bullying or threats from others.
2. Take a self-defence class.
3. Report instances of sexism, racism, ageism and heterosexism etc. to the relevant authorities.
4. Only get intimate with people who like you!
5. Make your home safe by installing appropriate security equipment.
6. Treat yourself like a vulnerable child – take care of yourself.
7. Sit and walk upright - claim your personal space.
8. Seek the counsel of others then make your own decisions.
9. Stop mind reading and/or predicting the future – c'mon, are you really a telepath?
10. Re-evaluate past mistakes by noting you have a right to be imperfect.

Self Care

1. Learn to take pleasure in your own sensuality.
2. Go to a therapist for help with resolving your long term hurts.
3. When you notice you are criticising yourself – STOP!!!
4. Take time to do a favourite activity or hobby on a weekly basis.
5. Give yourself time to grieve over the losses in your life.
6. Take control of your breathing – learn to breathe slow and steady.
7. Look in the mirror and name at least one good thing about yourself each day.
8. Get real about your emotions – whatever you feel, it's all valid.
9. Pamper yourself on a daily basis.
10. Give yourself compliments as if you really believe them.

Energy

1. Learn to relax without TV, comfort food, magazines or other mind numbing activities.
2. Take up a physical hobby like gardening, woodwork, pottery or knitting.
3. Cut out all junk food, alcohol and caffeine.
4. Learn self-hypnosis or meditation.
5. Schedule and undertake regular exercise (start with a daily walk if you find this a challenge)
6. Book a monthly massage.
7. Drop any activity you feel compelled to do.
8. Make a list of your dreams and set out to achieve them
9. Walk as if you were already confident.
10. Make your morning shower an aromatherapeutic wake up.

Life Skills

1. Attend a public speaking skills course.
2. Read a self help book and really do the exercises!
3. Prepare in advance for meetings, interviews and parties by role playing the situation with a friend.



4. Volunteer with a local charity.
5. Take a pleasure-related course at your local college.
6. Take a day trip to a new town at least once every three months.
7. Engage a life coach and review your whole life! (see <http://www.wisecaterpillar.com>)
8. Do something you used to think you wouldn't dare do.
9. Flirt a little (even if it's fake)
10. Transform fear – it's just a combination of thoughts and sensations you can evolve through.

Relationships

1. Prioritise your relationship with yourself.
2. Stop comparing yourself to others.
3. Clear up family conflicts once and for all, one way or another.
4. Speak positively about others.
5. Catch up with people who make you feel good about yourself and drop the rest.
6. Ask those you trust to help you identify your strengths.
7. Stop letting the behaviour of others dictate your self worth (let them be who they are).
8. Take criticism with a pinch of salt – it's just an opinion.
9. Make up an imaginary friend who believes you're just great and accept their compliments.
10. Give up trying to please others.

Communication Skills

1. Ask someone else for something at least once a day.
2. Take a class in Assertiveness.
3. Stop saying "can't" and "shouldn't".
4. Say no at least once a day.
5. Don't smile when you're angry.
6. Make friends with your voice by taking singing classes.
7. Say what you mean.
8. Make the first move in group situations by asking others about themselves.
9. Compliment someone else at least once a day.
10. Take charge of your phone/e-mail and initiate contact with others.

Home

1. Create an inspiring home environment.
2. Declutter your wardrobe, your shelves, your kitchen cupboards and your desk.
3. Sort out your money and clear any debts.
4. Decorate your home in your favourite colours and textures.
5. Live in the region you love the most.
6. Dump those depressing novels, music CDs and videos.
7. Organise your space for the life you live now.
8. Set up a cleaning rota and engage the help of others where necessary.
9. Start using your best china and bedlinen now!
10. Make your outside space a place of calm and refuge.

Work

1. Get a job that makes you want to get up in the morning.
2. Make a 30 second "commercial" about yourself as a worker.
3. Stop taking the blame and start taking responsibility at work (get clear about the distinction).
4. Undertake a career analysis and get yourself into the right work role.
5. Work your scheduled hours.
6. Act as if you are the most valued employee in the organisation.
7. Learn to manage up.
8. Attend a course on task and time management.
9. Take time to recall your work-related successes and feel-good moments.
10. Find a positive person and ask them to mentor you.



Appearance

1. Take great care of your skin, teeth, hair and nails.
2. Get a new, updated haircut (and update your glasses if you wear them).
3. Wear clothes that make you feel good about yourself.
4. Wear bright colours and drop the constant black/navy uniform.
5. Choose comfortable stylish shoes.
6. Visit a personal shopper or colour consultant for help in dressing to your best.
7. Pretend to look confident ... one moment at a time.
8. Choose accessories that communicate the upside of your personality.
9. Smile more often than not.
10. Present yourself to others as if you are already powerful.