

The Confident You: Taking Charge of Your Life

Presented by ComPsych® Corporation



Stay Ahead of Performance, Productivity and Health Issues

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Three Keys to Improving Confidence

Obstacles and how to overcome

Using assertive communication

Having clear, realistic goals



Do You Need to Take Charge of Your Life?

- Do you find yourself attempting things and then leaving them mid-way?
- Do you prepare too much for redecorating your house or taking a trip?
- Do you hate being pushed or hurried? Do you delay deliveries of your project and hope not to be bothered about the delay?
- Do you stay with the past and look longingly back at the times when things were better?
- Do you feel there is a scarcity of time for the thing that you really want to do, yet spend hours in front of the TV?
- Do you revel in watching the life of the rich and famous on TV?
- Do you dream about doing something really earth shattering but never get down to doing it?

Failure is Your Road to Success

Post-it notes

Learning to ride a bicycle

Thomas Edison



Keep Track of Past Successes

... and remind yourself about them when fear of failure sets in:

- **Save awards, emails and notes thanking you for a job well done**
- **Record examples of your best work in a portfolio**
- **Keep a journal of good and bad days alike**
- **When "the butterflies" sink in, remind yourself that you've had this feeling before, and you've overcome it!**

Identifying Negative Self-Talk

When things don't turn out the way you want

When you become too critical

When you use the words "should," "could" and "ought" too often

When you participate in "If/Then" thinking

How Could You Shift the Focus of these Thoughts?

1. ***"This credit card debt is enormous. I'll never be able to pay it off."***
2. ***"This relationship is doomed to fail, just like the last one."***
3. ***"I'm so nervous about the presentation today that I don't even want to get out of bed this morning."***
4. ***"I should have taken the other road home! This traffic is horrific!"***

Focus on Positive Thoughts

We attract to ourselves what we focus our attention on.

- **Focusing on negative thoughts - things you *can't* do - will attract more negativity to you**
- **Focusing on positive thoughts - things you *can* do - will bring the confidence to succeed**

Overcoming Resistance

Look at your procrastination

Make a list for how to have a good day

Carry out your list, and as you accomplish each thing, check it off.



Communication Styles

Passive

Passive-aggressive

Aggressive

Assertive



Assertive Communication Tips

Use facts, not judgments:

- **Your work is incredibly sloppy.**
- **This document has several typos and misspellings. Please resubmit it.**

Own your feelings:

- **Instead of "You make me angry when....," try "I get angry when..."**

Three Step Method

1. Empathize with the other person's position.
2. State what you see as the problem.
3. Say what you want.



Similar Words

Wishes

- **All of the things you'd like to have. You're not necessarily committing to go after them, but you'd like them.**

Dreams

- **Big picture ideas of who you want to be or what you want to have (e.g., be rich and famous someday). May or may not be specific or even realistic.**

Goals

- **Concrete, SMART statements that serve as a road map to give you the confidence to get where you want to go.**

SMART Goals

S = Specific

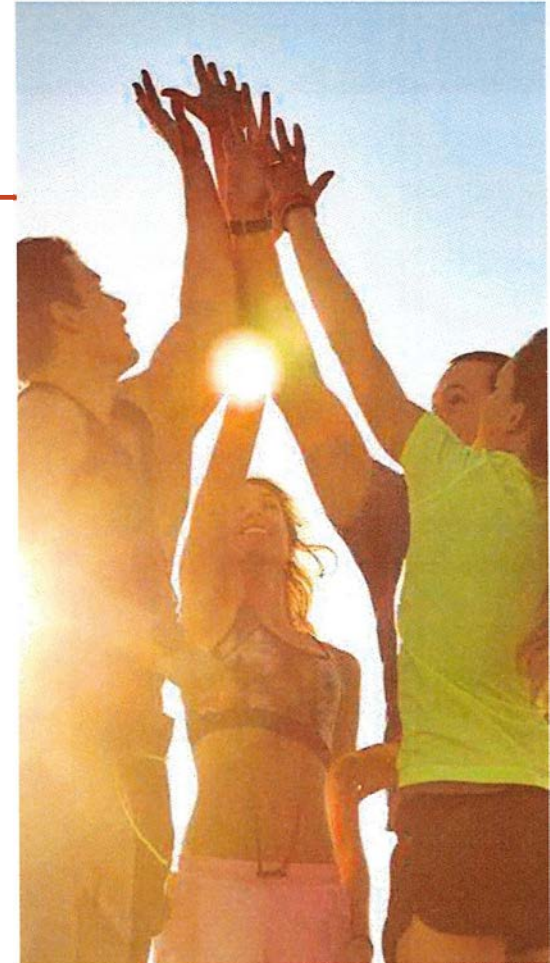
(Five W Questions: Who, What, Where, When, Why)

M = Measurable

A = Attainable

R = Realistic

T = Tangible



SMART Goals Example

General Goal: I want to take better care of myself.

Specific: Over the next 6 months, I will improve my health, quality of sleep, and stress levels through exercise

Measureable: Yes, walk 4x per week and stretching

Attainable: Yes, gradually increasing exercise

Realistic: Yes, both willing and capable

Tangible: Yes, keeping a health journal to track sleep (goal of 8 hours) and stress levels (self-report, 1-5 scale)

Confidence Box

- **Proof that you can be bold**
- **Photos of those closest to you**
- **A symbol of a new endeavor**
- **A token of improvement**
- **An image of someone inspirational**
- **An invitation to an upcoming social event**
- **A token from a time you helped someone**

- Carol Dweck, PhD

Thank You for Attending

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