

Contents at a Glance

Introduction	1
Part I: Considering the Basics	7
Chapter 1: Assessing Your Confidence	9
Chapter 2: Identifying Your Sticking Points	25
Chapter 3: Charting Your Course Ahead	39
Part II: Gathering the Elements	49
Chapter 4: Finding Your Motivation	51
Chapter 5: Sticking to Your Principles	63
Chapter 6: Making Friends with Your Emotions	75
Chapter 7: Unleashing Your Passion	87
Part III: Building Your Confident Self	101
Chapter 8: Using What You Already Know	103
Chapter 9: Moving beyond Perfection	111
Chapter 10: Stretching Yourself Mentally	125
Chapter 11: Developing Your Physical Confidence	143
Part IV: Communicating Your Confidence	151
Chapter 12: Raising Your Voice	153
Chapter 13: Looking the Part	163
Chapter 14: Acting with Confidence in Your Daily Life	173
Part V: Engaging Others	181
Chapter 15: Demonstrating Confidence in the Workplace	183
Chapter 16: Approaching Romantic Relationships with Confidence	205
Chapter 17: Raising Confident Children	219
Part VI: The Part of Tens	229
Chapter 18: Ten Great Questions to Spur You into Action	231
Chapter 19: Ten Daily Habits to Raise Your Confidence.....	237
Chapter 20: Ten Keys to Effective Affirmations	243
Appendix: Resource List	247
Index	251

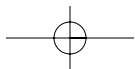
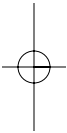


Table of Contents

***Introduction* 1**

About This Book	1
Conventions Used in This Book	2
What You're Not to Read.....	2
Foolish Assumptions	3
How This Book Is Organised.....	3
Part I: Considering the Basics	3
Part II: Gathering the Elements	3
Part III: Building Your Confident Self	4
Part IV: Communicating Your Confidence	4
Part V: Engaging Others	4
Part VI: The Part of Tens.....	4
Icons Used in This Book.....	5
Where to Go from Here	5

***Part 1: Considering the Basics*..... 7**

Chapter 1: Assessing Your Confidence 9

Defining Confidence.....	9
What it is in practice	10
How it feels	11
Determining Where You Stand Now	12
Looking at indicators of confidence.....	12
Finding your place on the scale	13
Recognising Your Strengths.....	17
Celebrating your own talents first.....	18
Gathering feedback	20
Picturing the Life You'd Like to Lead	21
Paying attention to what matters	21
Uncovering your confidence	22
Preparing for Action	23
Setting your intentions.....	23
Acknowledging the perils and perks of change.....	24

Chapter 2: Identifying Your Sticking Points..... 25

Digging Down to Root Issues	26
Forgetting the blame mindset	27
Rewriting your role in your family.....	27
Benefiting from your life experiences	29

x Building Confidence For Dummies

Cleaning Out the Negatives	30
Tackling unhelpful assumptions	31
Staying busy but not overwhelmed	32
Redirecting those inner voices	33
Discovering What Drains Your Batteries	34
Counting the cost of toleration.....	35
Trying to meet everyone's needs except your own...	37

Chapter 3: Charting Your Course Ahead 39

Knowing Where You Want to Go	39
Determining your areas of focus.....	40
Mapping your own journey	41
Choosing Role Models	44
Finding reliable guides	44
Becoming your own coach	46
Becoming the hero in your own life	46

Part II: Gathering the Elements.....49

Chapter 4: Finding Your Motivation 51

Driving Forward in Your Life	51
Rising through Maslow's hierarchy of needs	52
Greeting the world with grace	53
Taking Charge at Work	55
Looking at usable theory	55
Recognizing the importance of achievement.....	61
Going for the next promotion	61

Chapter 5: Sticking to Your Principles 63

Understanding Your Values	63
Discovering your values	63
Uncovering your ends values.....	65
Resolving values conflicts	66
Living Your Values Every Day.....	69
Focusing on what's important	70
Sprinkling your values through your day	70
Reviewing your day	71
Living Authentically.....	71
Developing your identity	72
Facing up to your demons.....	74

Chapter 6: Making Friends with Your Emotions 75

Getting a Grip on Your Emotions	75
Accessing your emotional intelligence	76
Pitting rational thought against emotion	77

Table of Contents *xi*

Connecting creativity and confidence	78
Finding courage to voice your emotions	79
Tracking Your Moods	79
Staying in touch with your mood patterns	79
Becoming more aware of your natural state	80
Trusting Your Intuition	81
Tuning in to the gifts of intuition	81
Listening to your inner self	82
Harnessing Your Darker Emotions.....	83
Turning your anger into energy	83
Letting go of unhelpful emotions.....	84
Allowing yourself to forgive and move on.....	85
Chapter 7: Unleashing Your Passion	87
Discovering Your Passionate Self.....	87
Becoming more passionate	88
Exploring your neurological levels with Dilts	89
Tapping into your natural passion	94
Realising your dreams.....	94
Putting Your Passion into Action	95
Starting your journey	96
Using your passion to lead	99
<i>Part III: Building Your Confident Self.....</i>	101
Chapter 8: Using What You Already Know	103
Accentuating Your Positives.....	103
Expecting the best	104
Distilling the essence of positive outcomes.....	105
Going with the flow.....	105
Managing Your Fears	106
Avoiding the trap of fear	107
Transforming your fears into confidence.....	108
Chapter 9: Moving beyond Perfection.	111
Letting Go of Unreal Expectations	111
Admitting that you can't be perfect (and that you don't want to be).....	112
Focusing on perfection distracts you from excellence	113
Being Generous to Yourself First	113
Acknowledging your successes	114
Accepting help and delegating	115
Overcoming Procrastination	116
Breaking the gridlock	117
Biting off smaller chunks	118

xii Building Confidence For Dummies

Taking Time Off – for You.....	119
Slowing down	119
Adopting the 80/20 principle.....	120
Generating Realistic Standards of Behaviour.....	122
Adjusting your goals to the circumstances	122
Staying positive while keeping it real.....	123
Increasing your flexibility	123
Chapter 10: Stretching Yourself Mentally	125
Expanding Your Comfort Zone	126
Understanding the limits of your zone	126
Stretching your boundaries: Expanding your zone...	128
Driving Safely in the Fast Lane	131
Creating a haven for yourself.....	131
Preparing for the future	135
Attracting More of What You Want	138
Getting back what you give out	139
Finding what you're looking for	140
Feeling Your Power	140
Appreciating a new way of being.....	140
Trusting it will be okay	141
Listening to the voice of reason.....	142
Chapter 11: Developing Your Physical Confidence . . .	143
Connecting Your Mind and Body	144
Considering What Makes You Healthy	145
Releasing stress, staying healthy.....	145
Following the golden rules for a healthy diet	148
Believing in your health.....	149
Looking Forward to Your Healthy Future Self	150
<i>Part IV: Communicating Your Confidence.....</i>	151
Chapter 12: Raising Your Voice	153
Speaking Out with Confidence	153
Listening to yourself	154
Breathing to improve your speaking.....	155
Saying What You Mean and Meaning What You Say.....	158
Holding onto your integrity.....	158
Having difficult conversations	159
Recognising that the Message Is More than Words.....	160
Experiencing the natural school.....	161
Acting out the theatrical school	161
Finding your authentic approach	161

Chapter 13: Looking the Part 163

Being Judged by Appearances	163
Appearing confident	164
Making the best first impression	165
Conveying the right attitude with your dress	166
Finding Your Own Style	167
Assessing your wardrobe	169
Shopping smart	170

Chapter 14: Acting with Confidence in Your Daily Life 173

Dealing with Resistance to the New, Confident You	173
Being firm with loved ones who want the old you	174
Finding the confidence to rise above	175
Reinforcing the Assertive You	176
Coping with external pressures	177
Staying on top of your confidence game	178
Living Powerfully	179

Part V: Engaging Others 181**Chapter 15: Demonstrating Confidence in the Workplace 183**

Developing Confidence in Your Professional Life	183
Realising that your job isn't you	184
Defining your professional identity	185
Uncovering what you want to do	186
Finding value in what you do	188
Becoming Assertive	188
Showing Confidence in Specific Work Situations	189
Demonstrating power and presence in meetings	190
Shining during presentations	191
Rejecting manipulation and bullying	192
Managing Your Boss	194
Dealing with feedback	195
Getting your boss to keep her promises	197
Telling your boss she's wrong	199
Casting Off Your Cloak of Invisibility	200
Dealing Confidently with Corporate Change	201
Getting through rejection	202
Taming the threat of redundancy	204

xiv Building Confidence For Dummies**Chapter 16: Approaching Romantic Relationships
with Confidence 205**

Relating with Romance.....	206
Checking in on cultural notions of romance	206
Choosing your own view of romance.....	207
Realising What Really Matters	208
Looking at Relationships with Open Eyes	210
Making that first move	210
Filling your partner's needs without running dry yourself	212
Getting by with some help from your friends	213
Eliciting Your Love Strategy	214
Facing Up to Changing Relationships.....	216
Making decisions	216
Redesigning the way you are together.....	217

Chapter 17: Raising Confident Children 219

Securing the Foundations	219
Being fast to praise.....	221
Setting safe boundaries.....	222
Helping Children Develop Curiosity	224
Providing a helpful environment	224
Encouraging a space to play	225
Championing Your Children	226
Accepting the Differences Between You	227

Part VI: The Part of Tens 229**Chapter 18: Ten Great Questions to Spur You into
Action 231**

How Does Your Inner Voice Speak to You?	231
Are You Proud of Your Name?	232
Who Do You Hang Out With?	232
What's Your Confident Thought for the Day?	232
Where Are the Tensions in Your Life?	233
What's Your Sticking Point?.....	233
Who Are You Going to Be When You Grow Up?	234
How Do You Experience Failures and Mistakes?	234
How Do You Balance Time Alone and Time with Others?	235
What's Your 120 per cent Dream?	235

Table of Contents *xv*

Chapter 19: Ten Daily Habits to Raise Your Confidence. 237

- Start Each Day Alert and Ready for Action237
- Concentrate Your Mind on the Page.....238
- Put Your Best Sunglasses On238
- Track Your Moods and Emotions.....239
- Exercise Your Body.....239
- Take Quiet Moments Alone.....240
- Go Outside and Wonder at the Beauty of the Sky.....240
- Operate from a Position of Generosity.....240
- Review Today and Create Your Tomorrow241
- Connect with Your Life Purpose241

Chapter 20: Ten Keys to Effective Affirmations 243

- Building from the Right Structure.....243
- Using Affirmations Every Day246

***Appendix: Resource List*247**

- Contact the Authors247
- Books247
- Training and Coaching Web Sites248
- Professional Bodies249

***Index*251**

xvi Building Confidence For Dummies