5 Steps to Building Self-Confidence

1. **Look at what you've already achieved.**
   Think about your life so far, and list the ten best things you've achieved. Perhaps you played a key role in an important team, did something that made a key difference in someone else’s life, or was instrumental in a group that completed a project that meant a lot for the agency.

   Put these into a document, which you can look at often. Then spend a few minutes each week enjoying the success you've already had!

2. **Think about your strengths.**
   Next, use a technique like SWOT Analysis to take a look at who and where you are. Looking at your achievements, and reflecting on your recent life, think about what the people who know you best would consider to be your strengths and weaknesses. From these, think about the opportunities and threats you face.

   Make sure that you enjoy a few minutes reflecting on your strengths!

3. **Think about what's important to you, and where you want to go.**
   Think about the things that are really important to you, and what you want to achieve with your life. Setting and achieving goals is a key part of this, and real self-confidence comes from this. Goal setting is the process you use to set yourself targets and to measure your success in achieving those targets.

   And having set the major goals in your life, identify the first step in each. A tip: Make sure it’s a very small step, perhaps taking no more than an hour to complete!

4. **Start managing your mind.**
   At this stage, you need to start managing your mind. Learn to recognize and defeat the negative self-talk which can destroy your confidence.

5. **Commit yourself to success!**
   The final step is to make a clear and unequivocal promise to yourself that you are absolutely committed to being self-confident and that you will do all in your power to achieve it. If you find doubts starting to surface, write them down and challenge them calmly and rationally. If they dissolve under scrutiny, that’s great. However if they are based on genuine risks, make sure you set additional goals to manage these appropriately.