

Confidence is a belief in oneself, the conviction that one has the ability to meet life's challenges to succeed and the willingness to act accordingly. It is also the trust in your abilities, qualities, and judgment. Confidence is with us in our early years and can be taught out of us as we age. If it can be taught out of us, it can be taught right back into us.

There is a confident person within you, it might just need to be reactivated. There is no universally accepted criteria that says what confidence needs to look like, you decide what it is for you. You might need to get out of your comfort zone and push through fear which has built up inside you. Doing so is when you will see you have more confidence than you think.

Not only is it important to be you, it is equally important to believe in yourself. When was the last time you did something that scares you, made you a little nervous and reserved, or you doubted your ability to complete? How long has it been since you have done something you didn't think you could do? If it's been a while, now is the time to step out of your comfort zone to build your confidence.

If you have done something recently, pat yourself on the back and a job well done for accomplishing the feat. The difference between someone who appears to be confident and someone who may lack confidence is quite small. In fact, it could be in appearance alone. Everyone has small moments of doubt, anxiety, and fear but those who have mastered pushing through those times gain more confidence each time they do so.

There are a few ways we have learned to gain more confidence. Anyone can do these things and the more often you do them, the more confident you will find inside yourself. You can start by dressing nice. Dressing up for the right occasion will boost your confidence. It has been said to dress for success so if you take a little more time to pick your outfit, your night on the town will be filled with more self confidence.

Along with dressing nice, standing tall will help your confidence. Have you ever seen a slouching sculpture? They all stand tall to show their confidence and so should you. Smile more. Your smile will show the world you are confident and it likely will also rub off on others. Take time to reflect on what you have achieved or accomplished. It is easy to lose confidence if you feel you haven't achieved anything but chances are, you will find a lot of good things you have done and this will help feed your confidence.

As you think about those accomplishments, celebrate what you have done. You may also look outside yourself and be kind to others, volunteer, and be generous with your time and with your words. It is equally important to be kind to yourself as much as it is to be kind to others. Positive self talk will add to your confidence. You must take care of yourself first by taking care of your mind and speaking kindly to yourself before you can reach out to help others.

All of these things will add to your self confidence. One other proven way to increase your confidence is to act positive. More than just thinking positive, you have to put it into action. Action is the key to developing self-confidence. It's one thing to learn to think positive, but when you start acting on it, you change yourself. You become what you do, and if you change what you do, you change how you are. Act in a positive way, take action instead of telling yourself you can't.

Talk to people in a positive way, put energy into your actions. You'll soon start to notice a significant difference in your confidence. Confidence isn't walking into a room with your nose in the air and thinking you are better than everyone else, it's walking into a room and not having to compare yourself to anyone else in the first place. You trust your ability and know you do not need to be any better than anyone else. Self confidence is all about you and nobody else so there is no reason to compare yourself to anyone.

Lastly, it is important to know your strengths and weaknesses so you know areas you can improve. This can be done by performing a personal SWOT analysis. SWOT stands for strengths, weaknesses, opportunities, threats. Take a piece of paper and divide it

into 4 quadrants, one for each SWOT area. Look at these objectively from an external and internal view. After you fill it out, you might consider asking someone you trust to review it with you to provide honest feedback.

To find your strengths, ask yourself these questions:

What do others say I am good at? What advantages do you have that others do not have? What comes easy or natural to you? Answering these questions will allow you to identify your strengths. The questions you might ask yourself surrounding your weaknesses are: what situations do you tend to avoid? Where do you feel you lack confidence and could work to improve? Do you have personality traits that hold you back? What stops you from performing with a high level of confidence?

Understanding your weaknesses will allow you to see where you can focus on improving your self confidence. Consider this from an internal and external perspective. Will others see weaknesses you may overlook. Be realistic and transparent with yourself. Can you open opportunities by eliminating some of your weaknesses. What can you learn that would be an easy win? What resources are around you that you may not be aware of? Ask friends, family, or co-workers what these might be. What is something you have always wanted to do but are hesitant due to the scope or size?

Your threats might be what obstacles do you currently face? What can threaten your peace? What weaknesses may turn into threats? Looking at your personal situation objectively will allow you to see what you are already good at and what you can do to improve your confidence. A SWOT analysis is a framework for analyzing your strengths and weaknesses as well as the opportunities and threats that you face. This helps you focus on your strengths, minimize your weaknesses, and take the greatest possible advantage of opportunities available to you.

You will see more clearly where you can focus your attention to gain more confidence. Use your SWOT analysis to match your strengths with opportunities and take aggressive action in those areas. Or, match weaknesses with threats to discover

situations you should avoid. You can also use the information to convert weaknesses into strengths and threats into opportunities, when possible.

We hope you take time to work on these as you improve and maintain your confidence. If you do these things, you will be able to face future challenges head on with greater self confidence. You will hold your head higher, walk with more confidence, and teach yourself confidence goes a long way to fulfilling your goals and ambitions.

Now it is up to you to decide how much of this course you are going to put into practice. As with anything, we are confident the more action you take, the more results you will see. The more you turn your focus to building confidence, the more confident you will be and you will see your confidence grow. Thank you for taking this course and we look forward to hearing your success story.