

# Your Confidence Building Blueprint

If you recognize yourself in any of the four signs above, don't worry. Confidence is not a genetic trait – and you don't have to be perfect to achieve it. Confidence can be learned with patience and practice. Follow these four steps to build your confidence over time.

## 1. Question your self-doubting thoughts

- At its core, self-doubt is simply a mental habit that you've unintentionally reinforced.
- Listen for self-defeating thoughts, especially the ones that insist you "always" or "never" do something.
- Question if they're objectively true.
- Think about what would prove your thoughts wrong.

For example, you might make a critical mistake in a report. Your mind says, "You always screw up the important stuff and look like a fool!" But when you stop and examine the thought, it's actually false. Aside from one other small error, your reports are always accurate and well-received.

## 2. Restructure your thoughts

- Now that you've learned how to question your self-doubting thoughts, you have the opportunity to make them more productive and helpful.
- Identify what's objectively true about the statement. Then ask two questions: Are you overreacting at all? Are there any positives?
- Restate the thought using what you've learned.

For example, let's say you had a difficult conversation with a colleague about how they're undermining you in front of your team. Afterward, you might think, "I shouldn't have said anything. Now we're going to have an uncomfortable relationship. I'm terrible at dealing with people." You could restructure this to be: "That was hard for both of us, but I'm proud of myself for tackling it head-on. It might be awkward for a little bit, but ultimately I did the right thing."

## 3. Celebrate micro-achievements

- We often ignore our daily successes, instead focusing on bigger achievements like a promotion, high-profile project, or an award.
- But when you recognize the smaller accomplishments, it builds up your sense of competence.

Make a habit of pausing each day to celebrate when you did something well. And encourage your

- team and colleagues to do the same.

For example, suppose you're working on a critical product launch that has multiple stakeholders, sensitive timelines, and complex deliverables. After every milestone, take a moment to appreciate all you've done to move the project forward. Perhaps you negotiated with a tough vendor, worked out competing priorities, or handled delays. Don't downplay these micro-achievements – celebrate and remember them.