Boost your Confidence

"With Small Steps Your Life Can Change for the Better!"

Nichola English

INTRODUCTION

"Each time we face fear, we gain strength, courage, and confidence in the doing."- Theodore Roosevelt

Firstly, congratulations on buying this book. It means you've taken your first step to creating an amazingly confident life. I do believe we are capable of so much more, however we let our busy lives and fear dictate to us, plus change always seems like hard work or too overwhelming.

I will never forget the day my life changed from being a confident career woman, who loved life, to someone who wasn't in love with life anymore. I was in the throws of enjoying a successful career one minute then facing my very own major personal challenge, that brought me literally to my knees. What I didn't know then was this would be a huge catalyst of change for all aspects of my life, including my confidence. During my rehabilitation, which was a very long process and continues even today, I set about adding to my portfolio of experience and knowledge by becoming a qualified Life Coach. I was lucky enough to have experienced the world of coaching and loved the manifesto behind it. So, I decided I wanted help other like you become who they want to be through the same process.

This book has been written and designed to get you some of that self-confidence you deserve. It's full of strategies developed to help you become unstoppable and break through your confidence barriers. You know we all have days when our confidence is sky-high, we feel we can take on the world! Likewise, we all have days when it feels like we've hit rock bottom and we feel like going straight back to bed and hiding under the duvet.

Sound familiar!

But, wouldn't it be great if you knew how to 'trigger' the state of confidence, like having your very own 'confidence switch'?

Now if you're reading this book, congratulations! It's your first step to transforming your confidence. I'm so excited for you!

Have fun and enjoy the process.

Nichola x

© Copyright Nichola English 2020

CONTENTS

Part 1: Just How Confident Are You? Take The Assessment And Find Out!!

Part 2: Believing In Yourself

Part 3: How To Overcome Negative Thoughts

Part 4: How To Overcome Negative Comments From Others

Part 5: How To Feel Confident All The Time

Part 6: How To Lead A Confident Life

© Copyright Nichola English 2020

PART I

JUST HOW CONFIDENT ARE YOU?

Take the assessment and all will be revealed!

Right this module, it's all about self-discovery!
I'd like you to take two tests.

SELF ASSESSMENT

Rate, from 0 - 10 how much you believe each of the following statements to be true.

0 means that you think the statement is complete and utter rubbish and you disbelieve it.

10 means you think it is completely true.

STATEMENT

1. I like myself as a person
2. I am as good as everyone else
3. When I look at myself in the mirror I like what I see
4. I don't feel like an overall failure
5. I am happy to be me
6. I respect myself
7. I'd rather be someone else
8. What others say to me has no affect
9. I enjoy communicating to others
10. I have the skills and qualities to make myself a success
11. I like to take risks
12. I am not afraid to make mistakes
13. I can laugh at myself

Now total up all of your scores.

© Copyright Nichola English 2020

SO WHAT DOES IT ALL MEAN?

Here is a scale to judge your scores:

100 - 130

You have a high level of self esteem and confidence. It is matter of fine tuning and increasing your confidence in a couple of areas.

65 - 99

You have a medium to high ranking in self esteem. Whilst most of the time you are OK, there are times when you can feel rock bottom. You need more consistent feelings that you are confident and learn to experience these more regularly.

30 - 64

You have low levels of self esteem.
You lack confidence in yourself in most areas and need to have an overall confidence building plan.

0 - 29

You have reached rock bottom and think that everything and everyone is against you. You are stuck in a rut and need to get out of it quick

So, what are your scores?

How did you do?

Write down some of your observations that you made.

What do you specifically need to concentrate on with regards to building up your confidence?

After you have written these down, please complete the attachment which has another test to make you fully aware of what you need to work on.

Complete the test fully looking at your scores in each section.

What jumps out at you?

© Copyright Nichola English 2020

It is not in every area of your life where you need confidence, only some.

Please get these down – the first steps to improving anything is knowing where you are currently at...

Okay, that's it for this module.

Continue with your tests and see how you get on.

THE CONFIDENCE EVALUATOR

The Confidence Evaluator is an assessment to evaluate your current levels of confidence and self esteem.

Take the test, see what your scores are and then map out a plan of action to increase your scores over the next 2 months.

Rank your current levels of confidence in each area of your life. (If the sentence is true give yourself 1 point)

SELF WORTH

☆ I love my life and I am very happy
☆ I am a worthwhile person
☆ I love being me
☆ I don't feel like a failure
☆ I am as good as other people if not better
☆ I can laugh at myself
☆ I am a positive person
☆ I don't worry what others think of me
☆ I look in the mirror and like what I see
☆ I am good company to be around

Self Worth score out of 10 –

GO FOR IT!

☆ I am not afraid of failure
☆ I don't beat myself up if I make mistakes
☆ I don't doubt my own ability

© Copyright Nichola English 2020

☆ I know what I want in life and am moving towards it
☆ I am in control of my life
☆ I know my strengths and weaknesses
☆ If things don't go my way I never give up
☆ I've succeeded in the past and I will succeed tomorrow
☆ My philosophy is "You only live once"
☆ I am always thinking of ways to be more successful

Go for it! score out of 10 -

COMMUNICATING WITH OTHERS

☆ I am a confident communicator
☆ I don't mind speaking in front of groups
☆ I am not afraid to say "NO" to others
☆ I don't get nervous when meeting strangers
☆ I can keep a conversation going
☆ I am not afraid to complain if I get bad services
☆ I am not frightened to speak up at meetings
☆ I have no problem asking for what I want on the telephone
☆ I have good interpersonal skills
☆ I am interested in what others have to say

Communicating with others score out of 10 –

HAVING PLEASURE AND FUN!

☆ I don't get nervous when I tell a joke
☆ I enjoy having fun and relaxing
☆ I take pleasure in my achievements
☆ I never think that when I experiencepleasure it is undeserved
☆ I don't have to work hard at having fun
☆ When I succeed I never respond by feeling defensive or anxious
☆ If others don't like me having fun, that's tough!
☆ I make people laugh
☆ I regularly have fun
☆ I smile a lot

Having pleasure and fun score out of 10 -

© Copyright Nichola English 2020

CONFIDENCE AT WORK

☆ I am in control of my career
☆ I don't doubt my ability to do a/the job
☆ I don't have a problem with talking to people higher up the organisation than me
☆ I don't have difficulty in saying "No"
☆ If I lost my job today I am confident that I would get one very soon
☆ I don't mind speaking in front of others
☆ I like to do presentations
☆ I should be in a much higher position at work
☆ I know my weaknesses and I have got a plan in place to improve them
☆ Criticism rarely fazes me

Confidence at work score out of 10 –

LOOKING AFTER YOURSELF

☆ I take in exercise at least 3 times a week
☆ I lead a healthy lifestyle in terms of the food I eat and I do not abuse my body with excess alcohol
☆ I am happy with my appearance
☆ I regularly visit the Dentist, Optician and the Doctors for check ups
☆ I manage my stress levels by relaxing each and every day
☆ I have at least 3 holidays/breaks per year
☆ There are no outstanding issues or problems that have not been resolved or working towards being resolved.
☆ I do not chase my tail in terms of not having enough time
☆ I regularly treat myself each week to something I enjoy – clothes, cd's, massage, nails, hair, skin etc
☆ I regularly assess how I am looking after myself and put a plan in place to improve

Looking after yourself score out of 10 –

GROWTH & DEVELOPMENT

☆ I am constantly learning and growing
☆ I try out new things and activities all of the time
☆ I make plans to improve myself constantly

© Copyright Nichola English 2020

☆ I know what my goals are and I am eagerly and effectively making them a reality
☆ I enjoy variety
☆ I develop the people around me so that they are more successful in their lives
☆ I have all of the tools, aids, contacts and resources to make me a success
☆ I have a mentor who continually pushes me to achieve more
☆ I make events happen rather than wait for them to happen to me
☆ I regularly attend seminars, training courses and conferences to improve

Growth & Development score out of 10 –

UNFINISHED BUSINESS!

☆ I am in control of my own life and my own destiny
☆ I could die right this moment with no regrets
☆ I am doing what I want, when I want
☆ I am really optimistic about the future
☆ There is nothing I am dreading or avoiding at this moment in time
☆ I have a plan in place to succeed in all that I do
☆ I am implementing my plan
☆ I have the energy and drive to succeed
☆ I am not afraid of making mistakes or failing at things
☆ I am now ready to give it all that it takes to succeed

Unfinished Business score out of 10 –

YOUR OVERALL SCORES

AREA	SCORE
Self Worth	
Going For It!	
Communicating With Others	
Having Pleasure And Fun	
Confidence At Work	
Looking After Yourself	
Growth And Development	
Unfinished Business	
TOTAL	

Put your overall scores in the table above and highlight the areas of your confidence that need the most work.

© Copyright Nichola English 2020

Write down below the top 5 activities that you are going to start on immediately. What jumped out at you from completing the assessment?

1.

2.

3.

4.

5.

© Copyright Nichola English 2020

So, what was your score?

Use the chart below to see what confidence league you are in!

POINTS	LEAGUE
70-80	Premier League
60-69	Division 1
40-59	Division 2
00-39	Division 3

Premier League

You should be writing material not taking tests!
You win the championship every single year.

Division 1

Huge potential to jump into the big league.
Need to polish your skills in a couple of areas to get promotion.

Division 2

Playing to a good standard but are underachieving. You have spouts of confidence and then doubts creep in. You need more consistency overall.

Division 3

The only way is up. Sack the current manager and recruit a new one with a proven track record. Make a fresh start from this moment on-wards and nothing will stop you.

TAKE ACTION NOW!

You owe it to yourself to have as much happiness in your life as you can, do something about it today.



© Copyright Nichola English 2020

PART 2

BELIEFS – BELIEVING IN YOURSELF

Did you complete the tests from last time?

How did you get on?

What were your scores?

What I'd like you to do is write down what 2 things you would love to master with regards to your confidence.

This next exercise starts to create the person that you want to become as far as confidence is concerned.

In order to be successful it is really important that you have a visual image of how you would like to act, walk, talk, think and move you body so that you know what to aspire to.

After all, isn't acquiring confidence a goal after all?

And like all goals, you must know exactly what you are after and how you are going to get it. When you feel low in confidence, just think of your CONFIDENCE ROLE MODEL and ask yourself:

"How would my confidence role model deal with this situation?"

Then, I'd like you to act like your role model.

© Copyright Nichola English 2020

PRACTICAL

I'd like you to think about the person that you would like to become with regards to your confidence levels.

You may have someone that you aspire to who has bags of confidence - they might be a friend, a working colleague, someone famous or someone that you see who oozes confidence and self esteem.

Alternatively, this is your opportunity for you to start from scratch - how would you like to act, talk, walk, think and what would your body language be.

Think long and hard over this.

Please fill out the sections below.

Make sure he or she is good!

MY CONFIDENCE ROLE MODEL

He/she would act like

He/she would talk like

He/she would walk like

© Copyright Nichola English 2020

He/she would think like

Their body language would be like

Other people think that this person is

When faced with problems this person thinks….

Now, I'd like you to take a couple of things that you have put down and try them out over the next couple of days.

Test them out as an experiment and don't worry if it feels strange because it will!

ACT AS IF YOU ARE THE PERSON YOU WANT TO BE AND NOTICE THE RESULTS.

You will also need a strong inner belief system to be the confident person you want to become.

© Copyright Nichola English 2020

Self-acceptance gives you the much needed energy and room to grow.

Having a strong value/inner belief system is very much dependent on our ability to accept ourselves - who we are, what we feel, how we see the world independent of what others say, think, feel and do.

1. The benefits of a strong inner belief system are varied and great:
2. Stronger self confidence
3. Healthy self esteem
4. Greater life satisfaction
5. Comfort with self and others

But how exactly does one go about developing this strong inner belief system? Following are some questions for you to consider.

Finding the answers to these can help you begin to weed out the muck of "everybody else says," and get back to the purity and perfection of self-expression.

1. Explore what you currently believe: about work, life, people, yourself.

- Try a free-writing exercise.
- Write each word (work, life, etc.) at the top of a page (one for each page) and then free associate for each word.
- Write down whatever thoughts might be conjured up by the word at the top of the page.
- Write until each page is full.

2. How much of what you believe is your own?

- Take a look at what you wrote on each page.
- Identify messages that may have come from parents, friends, family, peers, teachers, etc.
- Identify the recurring themes?
- Now, highlight the things you feel truly reflect who you are and what you believe.

© Copyright Nichola English 2020

3. How much of it is enabling versus disabling?

- When you look at the messages that came from others, are they enabling and empowering?
- Or are they limiting?
- Now, look at the ones that reflect your own inner belief system - are those empowering or limiting?
- How do they make you feel?

4. What do you want to believe?

- Consider your true beliefs.
- Do they reflect how you want to feel about life, work, people, yourself?

Write each idea or thought down on the left hand side of a page, and on the right hand side, write how you'd like to feel/think about each instead.

Reprogram yourself by identifying these limiting thoughts as they pop into your head, and replacing them with the thoughts and ideas you identified on the right hand side instead.

If you continue this exercise, you'll find the old limiting thoughts creeping up less and less, and the new empowering thoughts will begin to take their place.

5. What messages about life, people, work, yourself did you get from family as you shaped your personality?

- Be prepared.
- Messages from family members will continue to get repeated by them.
- If you have chosen to reprogram any of their thoughts, values and beliefs, then be prepared to counter these beliefs whenever a family member articulates them.

© Copyright Nichola English 2020

6. What's your response when you express your belief and someone disagrees?

• Consider how you might respond, should you share your beliefs with others, and find that they disagree.

Here's a hint: don't change your mind. It's OK that someone else believes differently from you-that's what makes the world go round after all.

Instead, simply state that you see life/work/people/etc. differently, and then repeat and reconfirm your belief to yourself.

As you explore your answers to these questions, and explore the exercises associated with each, you'll begin to realise that you do have a very strong belief system.

You may not always enforce or communicate it, but it's there, just as your spirit and soul give you life.

The hard part then, is in developing confidence in your ability to express, in an unwavering fashion, these beliefs.

Others will challenge, but see your ability to continue with your belief system intact as part of you own personal growth-an opportunity to test your belief, and should it continue to feel solid, restate and reinforce it strongly.

Once your belief system has been strengthened, you will find that others, having less confidence in their own beliefs, will seek you out.

Grow also then, by helping and encouraging others to tap into their own belief system and follow the process you used to get where you are now.

Okay, that's it for this time!

You've got plenty to do!

REMEMBER, WHAT YOU PRACTISE, YOU BECOME!

© Copyright Nichola English 2020

PART 3

HOW TO OVERCOME NEGATIVE THOUGHTS

We all get them! Even me, and I'm probably the most positive person you would ever meet!

However, getting negative thoughts is not the issue, it's what you do with them that either makes or breaks your confidence and self esteem.

Remember this:
NOTHING HAS ANY MEANING IN LIFE, ONLY THE MEANING YOU GIVE TO IT

If you ALLOW negative thoughts to harm you – THEY WILL!
If you ALLOW negative thoughts to help you – THEY WILL!

So, go armed into this session knowing that:

1. It's not only you that gets negative thoughts – EVERYONE on this planet gets them – SORRY to disappoint you there but you are not THAT special!
2. Negative thoughts DO NOT HARM YOU. It's what YOU say to yourself after the thought has entered your head that HARMS YOU.
3. You can change anything thought you want by changing WHAT IT MEANS TO YOU.

Okay, let's crack on!



ANALYSING YOUR THOUGHTS.

In order to increase your confidence it is very important to know what triggers off those negative thoughts and emotions that you have about yourself.

Writing these down makes it far easier to analyse and respond to them.

You know, it is never the trigger or event that makes you feel bad.

What makes you feel bad are your thoughts and internal dialogue that you say to yourself in response to the trigger.

These thoughts can distort reality and also distort your feelings.

Just imagine that your boss walks by you at work and fails to acknowledge you or say hello.

WHAT WOULD YOU SAY TO YOURSELF?

You might say:
"He ignored me"
"I'm not important"
"He obviously had better things to do than talk to me"
"I'm not worthy"

How would that make you feel?
"Angry"
"Worthless"
"Inadequate"
"Useless"

Now, how well do you know your boss?

Would he have done that intentionally?

He may have just been having a bad day, or been told some bad news himself by HIS boss.

You just don't know!

What I am saying here is that nothing in life has any meaning, only the meaning that you give it.

© Copyright Nichola English 2020

You boss honestly didn't see you yet you were thinking all sorts!

Controlling your inner voice and what you say to yourself either makes or breaks your self-esteem and confidence.

Within this session I am going to teach you a technique to use to control your own inner dialogue and to start to make you appreciate just how hard and unreasonable you are on yourself.

Before we get into the exercise itself, I'd like to talk more about those negative thoughts that you have.

Remember what I said earlier about it's not the trigger/event that makes you feel low, it's what you say to yourself after the event has taken place?

Well, these negative thoughts or distortions can be split out into 13 categories.

Here they are, and you can use this list as a quick reference:

1. Assuming
2. Overgeneralising
3. Should've
4. Labelling
5. Binning the positives
6. And they all lived happily ever after
7. Blaming other people and events
8. It's all or nothing!
9. Negative thinking erodes your soul!
10. Believing what you feel
11. Personalising
12. Making comparisons with others
13. I can't cope with life.

As I you go through them make a note of the ones that you use most frequently.

© Copyright Nichola English 2020

1. ASSUMING

When you make assumptions with your thinking, you are assuming the worst without knowing the full picture or without testing the evidence.

Let's go back to our example about your boss ignoring you. You didn't have any of the facts, you assumed he didn't like you.

You could have tested the assumption by going up to him and saying "Boss, you ignored me back there and walked straight past me, have I done anything wrong?"

Other examples of assuming self-talk are:

"I know this film is going to be rubbish"
"I know I'll make loads of mistakes if I'm best man"
"I know people will just hate me"

How could you rephrase some of these thoughts above to make them more realistic? E.g. "I am going to give this film a chance and make up my own mind".

2. OVER GENERALISING

This is when you overgeneralise your thoughts and make them more intense by the words that you use.

For example, you could say things such as:
"I always end up on the losing side"
"I make mistakes in everything that I do"
"Everyone hates me"
"Everyone thinks I am so dumb"
"I never do any good at cooking"

Now, when you look at them written down like the list above you can see just how demoralising they are!

They are normally inaccurate, unjust and unfair and your confidence only goes in one direction when you use them!

© Copyright Nichola English 2020

You mean to tell me that you make mistakes in EVERYTHING that you do?

Every single thing that you do you make a mistake with, hey?

What about now? Are you making a mistake at this very moment?

Thought not! It's not everything that you do then is it!

That statement is BULL!

So, how can you turn this around?

Well, a better phrase to use would be something like "Sometimes my cooking doesn't turn out very well but overall I am a good cook".

Always look for the good in situations and what is working well.

3. SHOULD'S

Some people SHOULD all over themselves!

Do you?

Do you always say to yourself "I should be this" or "I should be that"?
"I should be thinner"
"I should have more friends"
"I should be earning more money"

Should's are demands that you place upon yourself.

When you say a "should" what you are really saying is that you are not doing something that you think you should be!

Sounds obvious but when you say statements like this knowing only full well that you are not doing what you are saying, how do you feel?

Yes, you've got it!

Inadequate, hopeless, frustrated - I am sure you can think of some others!

So, can you get rid of the should's?

© Copyright Nichola English 2020

Well, just change "should" to a "want" or a "could".
"I want to do this"
"How could I do this?"

4. LABELLING

This is when you label yourself with a name or statement that describes who you are.

For example:
"I am a loser"
"I am stupid"
"I am ugly"
"I am thick"

What you are saying above, like in generalisations, is that you are ALWAYS a loser. You are ALWAYS thick. EVERY aspect of you is UGLY.

You are never a loser in every single thing that you do in life.

Stop labelling yourself and be specific in your thoughts.
Instead of saying "I am a loser" say "That didn't work out how I would have liked".

5. BINNING THE POSITIVES

Are you a person that overlooks the positive things that people say to you?

Do you put yourself down if someone says: "That was a great job, well done" or "You look fantastic today"?

What do you normally reply with? "Oh, it was nothing, it was easy" or "I don't look great really, you're just saying that"?

You've just discounted the fact that you worked really hard to get that job done and that you take time over you appearance to get it right.

What's so wrong with saying a simple "Thank you"?

You would give credit to someone who did a great job. Make sure you accept the credit when YOU do a great job or when you receive a compliment.

© Copyright Nichola English 2020

6. AND THEY ALL LIVED HAPPILY EVER AFTER

Are you a person who has to have everything perfect in your life?

Do you have thoughts like:
"That shouldn't happen to me"
"I can't believe that has happened"
"That's unfair"

Are you looking for a perfect world?

If you are, then you are setting yourself up for disappointments.

Everyone has things happen to him or her, good and bad.

You are not a special case and no one is exempt.

Instead appreciate that "shit happens" and ask yourself "What could I do to improve this situation now?"

7. BLAMING OTHER PEOPLE AND EVENTS

Do you blame others and don't accept responsibility for outcomes that don't go your way?

Do you say:
"If only my parents had been more ambitious I'd have had more success by now"
"If only I didn't have to impress all of the time"
"He makes me feel so bad"
"She had a hold over me which means I can't do anything"

The downside with saying these to yourself is that you feel like you are in victim mode. That you are helpless and that you can't do anything about it.

After all, it's not your fault, is it?

Right? Wrong.....

© Copyright Nichola English 2020

Yes, the event has had an effect on you but at the end of the day ONLY YOU have the responsibility to LET it AFFECT you. Nothing in life has any meaning only the meaning you give it, remember?

So, how do you turn these thoughts around?

Well, for starters focus on the reality.

If you feel something is unfair or unjust, accept that it is.

Then accept that the impact it has on you is YOUR RESPONSIBILITY!

Don't make excuses; IT IS YOUR RESPONSIBILITY.

8. IT'S ALL OR NOTHING!

With this type of thinking, things are either BLACK or they are WHITE.

There is no grey area in between!
"I am either a success or a failure"
"If I get first place, I am a winner. If I get second place, I am a loser"
irrespective if there are 20,000 runners!
"If I don't get things 100% perfect I am a flop"
"If I don't get an A Grade in Maths I am a failure"

Accept that in life there are rarely successes and failures.

Indeed, success is a journey, not a destination.

Everyone is human at the end of the day and if you don't perform to your highest standards it is rare that succeeding means you get 100% and failing gets you 0%.

Stop setting yourself up for failure because by thinking in this way it is EXACTLY what you are doing.

How many times do you do things absolutely perfectly?
I'd take a guess and say that it would be less than 10% of the time.

So, in your eyes that makes you a failure 90% of the time.

© Copyright Nichola English 2020

Now we both know that this is bull!

Ask yourself "Why must I ALWAYS have to be perfect?"

9. NEGATIVE THINKING ERODES YOUR SOUL!

Do you always see the bad in a situation?

Your boss has said that you completed a piece of work incorrectly, so you say to your partner that you have had a terrible day.

You may have burnt the pie so the whole meal is ruined.

By thinking in this way the whole situation becomes negative.

When you start to think in this manner, immediately change your focus.

Think:
"What is still good about this situation?"
"That is only one bad thing, what are the good things?"
"What could I still enjoy about this experience?"

10. BELIEVING WHAT YOU FEEL

The quality of your life is based upon the quality of your feelings.

Remember that feelings are thoughts that WE have decided to think.

It doesn't mean that they are real you know.

We can make up any kind of thought, it doesn't make them real, only the meaning we give to them.

FEELINGS ARE NOT FACTS.

Are you the type of person who believes all of the feelings that you have?

"I feel bad. Therefore, I must be bad"
"I feel like a loser. Therefore, I must be a loser"
"I feel ugly. Therefore, I must be ugly"

© Copyright Nichola English 2020

Thoughts can be distorted especially if we are low in confidence or stressed, so you really need to question your feelings before you believe them.

Ask yourself questions like:
"What would someone who is 100% bad, loser, ugly etc be like?"
"Am I REALLY like that?"

Challenge your feelings by questioning them.

11. PERSONALISING

Personalising is the opposite of blaming.

With personalising:
"It's all my fault that my son didn't get the chances in life"
"If I wasn't so clingy, men would stay with me"
"It's all my fault that we got divorced"

There are a couple of important things to remember why you shouldn't BLAME yourself for things.

The first is that it always takes two to tango!

You may have had an influence on a decision or action but at the end of the day, the final decision is not yours it is someone else's.

Also remember that everyone is an individual and don't think you are more important than you actually are!

I know that this may sound harsh but many people in today's society listen to advice and opinions from others but then do their own thing anyway.

Just accept that your input has been heard but at the end of the day it will only by one of a hundred opinions that he/she had heard from others or from the facts that they have gathered or indeed from their own opinions and self talk.

You are not the only one with an opinion you know!

© Copyright Nichola English 2020

12. MAKING COMPARISONS WITH OTHERS

Do you always compare yourself to others?

Maybe you have got a pair of those special magnifying glasses on the market?

You know, the ones that when you put them on magnify all your faults and weaknesses, and also the strengths of others, and then they shrink all of your strengths and weaknesses and others' mistakes!

Have you got a pair of those glasses?! You know, the ones that make you say:

"I haven't got a chance for this job, after all who is going to want to hire a single Mum? Maria is young, single and she has got a degree"

"I am hopeless at spelling and maths, Mark is great at these, he can do them standing on his head"

"No-one will want to go out with me, I've got a big nose. Now, Donna on the other hand is beautiful. She has got lovely hair and really nice skin"

You need to challenge these thoughts.

Stop comparing yourself to others!

Appreciate that you are a unique person and stop these distortions.

13. I CAN'T COPE WITH LIFE

This usually comes about when you say things to yourself such as:

"I can't stand it"

"I couldn't live without you"

Here you are telling yourself that you are not strong enough to cope with life.

Now in reality although a lot of things are unpleasant, difficult and not nice.

WE CAN COPE WITH THEM.

A better way of saying something is to say:

"I don't really like this but I can stand it".

© Copyright Nichola English 2020

How do you challenge and question this thinking? By asking the following:

If this does happen, will I really be helpless and be unable to cope?

If the worst happens, what will I do?

When I look back in 30 years time, will anyone really care about this?

EXERCISE - ANALYSING YOUR THOUGHTS

The best way to overcome your negative dis-empowering thoughts is to question them to death and to really put them into perspective.

That inner voice of yours needs to be controlled and here is a way to do that and to lower the intensity of the voices within!

The best way to do this is to analyse your negative thoughts, by writing down the thoughts that make you upset and unhappy.

STEP 1

In the section named "THE EVENT" at the top of the thought record, describe the event that made you feel upset and how you felt.

Then, on a scale from 0-10 where 10 is the most unpleasant, rate the intensity of these emotions.

STEP 2

In the section named "ANALYSIS OF THOUGHTS" in the first column list the thoughts that came into your head during the event and how believable they were at that time. Once again score it from 0-10 (10 indicating that you completely believed those thoughts).

Then, in the second column pick which distortion category your thought fell into from the list I went through earlier on.

In the third column I'd like you to respond to the negative thought and distortion as though you are saying it to a friend who came up with that thought.

Then again, rate how much you believe that response.

© Copyright Nichola English 2020

STEP 3

After the first 2 steps above, I'd like you to go back to the automatic thought column and re-rate your scores, then at the top of the form in "THE EVENT" re-rate the intensity of your emotions.

Even if there is a slight drop in the intensity of these feelings, you are doing great!
This is a gradual process and you need to make it a habit.

Each day for the next 10 days I want you to select a negative event and complete a thought record for each day

This is the first in a series of thought replacement exercises.

To help you, there is an example of a completed one on the next page.

THOUGHT RECORD

THE EVENT

What made you feel bad or have a negative thought	Describe the emotions you felt	Intensity of the emotions 0-10

ANALYSIS OF THOUGHTS

Automatic Thought & Intensity Level	What distortion is it?	Change the distortion for a more reasonable one

RESULTS

Bases upon your thoughts analysis, re-rate all of your scores and ratings

© Copyright Nichola English 2020

HERE'S AN EXAMPLE...

ORIGINAL RATINGS IN **BLACK**, REVISED RATINGS IN **RED**

THOUGHT RECORD

THE EVENT

What made you feel bad or have a negative thought	Describe the emotions you felt	Intensity of the emotions 0-10
Lisa and I broke up	Depressed Worthless Inadequate	9 5 8 6 8 6

ANALYSIS OF THOUGHTS

Automatic Thought & Intensity Level	What distortion is it?	Change the distortion for a more reasonable one
It's my fault **10 6** She hates me **8 6** Without her, I'm nothing **10 7** I'll never find another one like her **9 5**	PERSONALISING ASSUMING ASSUMING ASSUMING	We are both at fault and both have made mistakes. **8** She might just feel that I'm not her type that's all **8** I will not know this until I try. I am always someone, I was before I met her and I will now. **7** I don't know that. I could meet someone who will be better than her **7**

Example Explained:

In this example the person was upset that he and his girlfriend had split up. He felt depressed, worthless and inadequate.

He was rating these feelings very strongly at 9, 8 and 8 respectively.

Then, he analysed his thoughts and first wrote down what he was thinking and rated these accordingly and put down what the distortion was for each.

He rated the thoughts in terms of how much he believed them as:

It's my fault **10**
She hates me 8
Without her, I'm nothing **10**
I'll never find another one like her 9

© Copyright Nichola English 2020

Then, he looked at these thoughts and distortions and made a reasonable response for each one and rated these.

After that he looked over ALL of the scores again and taking into consideration what he had written as a reasonable response, re-rated each score and put the new ratings in red.

Therefore from the initial ratings of intensity of:

Depressed	9
Worthless	8
Inadequate	8

These changed to:

Depressed	5
Worthless	6
Inadequate	6

Thus by questioning his feelings he was able to lessen the impact.

Print out a copy of the thought record sheet and complete one for the next 10 days for one negative thought.

Okay, that's how to analyse and get rid of those gremlins!

(Thanks to "The Self-Esteem Workbook" by Glenn R. Schiraldi PHD.D for that exercise)





© Copyright Nichola English 2020

PART 4

HOW TO OVERCOME NEGATIVE COMMENTS FROM OTHERS

Nothing has any meaning in life, only the meaning that you give to it.

It's not what people say to you that is the problem, it's what you say to yourself after they have stopped talking that's the problem!

How to respond to confidence destroyers...

Faced with a negative, potential confidence-destroying situation how do you currently deal with it?

Well, throughout this module I'm going to **TELL** you exactly how to react and think in some of the most common thoughts that you may have about yourself that could potentially lead to your confidence being destroyed.

No one can make you feel inferior without your consent.

It's not what people say to you that make you feel low in confidence;

It's what you say to yourself after they've stopped talking that either makes or breaks your self esteem.

Every feeling is trying to tell you something, but don't dare believe your feeling!

Remember it has been made up by what you have been thinking and saying to yourself.

It will take time to learn them all, but build up gradually and you will start to build up your confidence.

© Copyright Nichola English 2020

So, if someone has said something to you, you could have any or all of the following feelings and thoughts:

Feeling: "I don't feel confident about the way I look"

ACTION: Improve your overall appearance. Would losing some weight make you feel great? If so DO IT! What clothes would your Confidence Role Model wear to feel good? Get a new haircut and treat yourself to some new clothes - it always makes you feel better and more confident. Buy something new each month and when you put it on, view it as your own confidence booster.

Feeling: "I'm afraid of that person - I'm never confident around him/her"

ACTION: Just remember, they go to the toilet the same as you and they have the same problems as you and I - they just don't show it! How would my Confidence Role Model deal with this person? What would they do? Don't worry about them, they're not worth it. Put them into perspective. Remember that confidence is about acting - they are just a better actor than you at the present time. Think of the things that you can do that they can't do - how would they feel if the roles were reversed? Yes, you've got it!

Feeling: "I'm afraid of the feedback and reaction I'm going to get when I complete this piece of work"

ACTION: Hey, as long as you've done everything to the best of your ability - what's the problem? And if you do make a mistake or two, so what? Just learn from them for next time. A person who never makes mistakes is not doing anything. Those people who moan and groan about things always seem to do nothing - you are one of the few that do rather than those who talk. There are no failures in life as long as you learn from the outcome. You're a winner!

Feeling: "I'm really worried about this..."

ACTION: Would my Confidence Role Model worry about this? How would they deal with this situation? What would they do? In the grand scheme of things what will worrying do to this problem? Is there any action I can take to fix this right now?

Feeling: "My friends are really negative thinkers and this just festers onto me when I'm with them"

ACTION: Don't get rid of your friends but make sure you surround yourself with positive, progressive people also. Surround yourself with people who are like your role model.

© Copyright Nichola English 2020

You know what your friends are like beforehand, so just accept them for what they are. If they are true friends just acknowledge that they are who they are and you are who you are.

Feeling: "I can't do this"

ACTION: Oh yes you can! Break the problem down into bite size chunks and attack each chunk separately. Nothing is ever as daunting as it first seems. How would your Confidence Role Model do this? What would he/she do? Think of a time where you have done something really difficult - think this through in your mind and play it over and over like a video recording before you do the task in hand.

Feeling: "I've never got enough money to do the things that I want"

ACTION: Ask yourself what are you doing about it? Have you always got more month left at the end of the money? Have you got a budget plan? Are you in control of your money? Do you know where it all goes? If you answered no to any or all of those questions - make a plan of action. Who knows, you may need another career to achieve the lifestyle you want?

Feeling: "I don't feel worthwhile as a person"

ACTION: List your strengths down on a piece of paper, list down all of your achievements in life from your exams, to when you passed your driving test, to the jobs that you've had etc. Remind yourself that you've already had loads of successes and don't feel so sorry for yourself. After all, no matter where you are in life, there is always someone who is worse off then yourself. Put things into perspective, ask yourself what your Role Model would do?

MORE ACTIONS

Now it's your turn!

Write down all of those confidence destroying sayings that you say to yourself or what others say to you.

Then write down what you are going to replace your thoughts with after it is said.

Remember, no-one can make you feel inferior or bad without your consent!

Write down next to each saying, why it is complete and utter bull!

© Copyright Nichola English 2020

CONFIDENCE SAPPING FRIENDS & COLLEAGUES

The people whom you have the most contact with and hang around with will have either a positive or negative affect on your levels of self-esteem and confidence. We all know those people who are positive, happy and joyful to be around.

How do they make you feel?

Yes, they make you feel the same! They can but zest into a boring atmosphere and can fill the room with positive, can do vibes that has a knock on effect onto everyone else.

We also know of those people who could moan for the world! They never had the opportunities, they are always putting people down, they don't like others to be successful, they are jealous and are negative thinkers - need I go on!

These people drain your energy and bring you down to their level, a million miles away from the level that YOU want to be operating on.

Family members can be a lot like this also but you can always choose your friends, you can never choose your family!

So what should you do to make sure that the people who you hang around with empower and support what you stand for rather than bring you down all of the time?

1. You have the power to choose who you hang around with. Ideally you want happy, vibrant and positive people.

2. If you have good friends who are negative and yet you still want to hang around them, make a point of letting them know how you feel - if they are a true friend they will respect you for this. If they are negative from time to time just acknowledge that this is what they are like and block out the negativity

3. The same can be said with family. Your more mature family members have behaviours that have been conditioned for years and years and from different eras. Appreciate where they have come from and as in number 2 above, elicit and select the information that filters through to your brain.

4. Remember, that nothing has meaning in life except the meaning that you give it.

© Copyright Nichola English 2020

PART 5

HOW TO FEEL CONFIDENT ALL OF THE TIME

The power of the mind is a truly remarkable thing.

HOW YOU FEEL IN ANY GIVEN MOMENT IS LINKED TO:

- What you are focussing on
- The way that you are moving and using your body
- The language you are using

Your mind controls all three!

If you are feeling lethargic or need an instant confidence/energy boost just remember that you can change the way that you feel by changing the above 3 points.

1. WHAT YOU ARE FOCUSSING ON

Be aware of what you are focussing on in that very moment.

Are they negative and lethargic thoughts?
Low in confidence?
You might fail?

I bet you are saying to yourself that you feel low in energy!

What would you have to focus on to feel vibrant and full of energy?

What would you have to focus on to FEEL confident?

If you could feel vibrant and energised right now, what you be thinking about?

2. THE WAY THAT YOU ARE MOVING AND USING YOUR BODY

This is also called your physiology.

Emotion is created by motion.

The fewer movements you make the less energy you will have!

© Copyright Nichola English 2020

And also the type of movements that you make will have an impact on whether you feel juiced up or whether you want to get back into that bed!

When you are feeling low in confidence notice how you are moving your body.

Are you sat down?

Is your head up or down?

Are your shoulders back or slouched?

Are you walking slow or quick?

Are you moving your facial muscles?

What are you doing with your hands?

Are you moving the way a person with confidence moves?

Write down below all the characteristics of a confident person. If you saw one right now how would they be moving their body?

Want to feel energised and confident?

Copy the movements that you have written above when you are feeling low and YOU WILL become confident!

1. THE LANGUAGE THAT YOU ARE USING

2. THE WORDS THAT YOU SAY TO YOURSELF IN YOUR MIND AND OUT ALOUD WILL HAVE AN IMPACT ON HOW YOU ARE FEELING.

What words do you use to describe negative emotions?

Do you use:

"I'm feeling tired"

"I'm stupid"

"I'm angry"

"I'm livid"

"I'm overwhelmed"

"I'm depressed"

© Copyright Nichola English 2020

Write down some more of the common phrases that you use like those above:

The intensity of those negative sayings will have an effect on how you feel and whether you feel confident or not.

Just imagine that instead of saying –
"I'm really nervous"

You said to yourself –
"I'm really excited"

Do you think it would make you feel better?

Of course it would. The feelings and emotions linked to nervousness and excitement are actually the same.

So, what other words could you replace the negative sayings with:

TRY SWAPPING:

"I'm feeling tired" to "I'm feeling resourceful"
"I'm stupid" to "I'm learning"
"I'm angry" to "I'm a little annoyed"
"I'm livid" to "I'm a little miffed"
"I'm overwhelmed" to "I'm feeling busy"
"I'm feeling insecure" to "I'm questioning"
"I'm depressed" to "I'm feeling I'm not on top of things"

When you lower the intensity of the words and phrase you lower the intensity of the feeling.

© Copyright Nichola English 2020

Write down 5 old negative sayings or phrases that you say on a consistent basis and replace them with new empowering and less intensified ones:

OLD NEGATIVE PHRASES

1.
2.
3.
4.
5.

NEW EMPOWERING/LOW INTENSITY PHRASES

1.
2.
3.
4.
5.

HOW TO FEEL MAGNIFICENT AND CONFIDENT EVERY SINGLE DAY!

We have talked about how changing the vocabulary you use have an impact on how you feel.

Lower the intensity, lower the feeling when you use negative words.

The opposite can be said when you want to feel great.

Increase the intensity, increase the feeling when you use positive/good words.

© Copyright Nichola English 2020

What do I mean by this?

Well, instead of saying – "I feel good" say "I feel fantastic!"

Here are some more –

Change:
"I feel OK" to "I feel awesome"
"I feel motivated" to "I am driven"
"I feel confident" to "I feel unstoppable"
"I feel energised" to "I feel juiced"

Write down some of the "good" words that you have been using in the past and replace them with "magnificent" words that you will use in the future.

When you start to use this the impact will be AWESOME!

OLD "GOOD" PHRASES

1.
2.
3.
4.
5.

NEW "MAGNIFICENT" PHRASES

1.
2.
3.
4.
5.

© Copyright Nichola English 2020

PART 6

HOW TO LEAD A CONFIDENT LIFE

Welcome to the final session of the confidence building course!

I really hope that you have been one of the few that do as opposed to those that just talk.

You will ONLY start to increase your confidence if you DO rather than read!

It's no good just reading this course and not bothering to put anything into practise.

Here's hoping you are a DOER!

THE NEW CONFIDENT YOU!

So, how have you got on?

I hope you have started to do some of the recommendations That I have been talking about?

If you did them, that tells me a lot about you. It tells me that you REALLY want to improve your confidence and self esteem - GREAT JOB!

How did you feel before, during and after the event?
Write these feelings down.

Writing thoughts down help you to clarify everything and make them official.

Even if it was difficult before and during the event, I bet you felt GREAT afterwards, no matter what the outcome was.

Relieved if nothing else!
You are already a champion in my eyes just for doing the events.

YOU ALREADY HAVE CONFIDENCE.

© Copyright Nichola English 2020

Confidence is all about TAKING THE FIRST STEP and you have done this.

Now, reward yourself for this.
Go out and see a film, buy yourself a new outfit or go out for dinner.

Jot down all of the things you have noticed that illustrate that your confidence is improving.

No matter how large or small - get these down on paper.

So how do you get confidence in any situation?

HERE'S AN 8 POINT REMINDER!

1. Think through your desired outcome - Ask yourself - "How would a person with confidence do this?"
2. Visualise yourself doing the tasks. Close your eyes and see yourself doing it successfully.
3. Prepare thoroughly. What are you going to say? How are you going to say it? etc
4. Before you do it, go through it in your mind several times and be positive.
5. Put it into perspective - No matter what it is, in 50 years time will people really care about it?!
6. DO IT!
7. Learn from the outcome you get for next time.
8. REWARD yourself for DOING rather than TALKING about doing it!

Well, there you have it!

It has been a pleasure to help you with your confidence

Please remember that at the end of the day you only LIVE once so make the most of every opportunity and every moment that comes your way.

LIVE with CONFIDENCE and you will have a GREAT LIFE!

XXXX

© Copyright Nichola English 2020



Your go-to guide for creating a confident you.

HOW TO BUILD CONFIDENCE

Without confidence you will find it a challenge to lead the life you want. Have you noticed how confident successful people are? They stick out a mile, don't they?

CONFIDENCE IS THE ABILITY OR BELIEF TO BELIEVE IN YOURSELF AND ACCOMPLISH ANY TASKS NO MATTER WHAT.

This book is a 44 page book with 6 parts that's been designed to get you some of that self confidence you deserve. It's full of strategies to help you become unstoppable and break through your confidence barriers.

Nichola English is a Life Coach & Style Coach helping women and men across the world discover their true confidence and personal style.

NICHOLA ENGLISH

THE WARDROBE PROVOCATEUR

All rights reserved. No part of this publication shall be reproduced, distributor or transmitted in any form or resold without the prior consent of the author.

© Copyright Nichola English 2020