



# SPARK

*How to Lead Yourself and Others to Greater Success*

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## Chapter 7: Build Your Confidence

Exercise 1: Confidence Moments

Exercise 2: Developing Positive Appraisals

Additional resources available at [sparkslead.us](https://sparkslead.us)

## Exercise 1: Confidence Moments

Confidence is your belief in your abilities and capabilities. Confidence isn't a skill; rather, it's an emotion, which helps explain why it can be shaky from time to time.

To help you develop a strong sense of confidence, answer the questions in this exercise. Oftentimes just the process of reflecting on your past success is enough to help you muster the confidence you need for whatever comes your way.

- ① What was one of the most successful moments in your life? What did you learn from that experience?

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- ② Of the four necessary confidence-developing behaviors — experiencing success, surrounding yourself with positive role models, creating positive self-appraisals, and managing other key emotions — which one is the most challenging for you to demonstrate and why?

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- ③ What specifically will you do (or stop doing) to demonstrate a greater sense of confidence as a leader?

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## **Exercise 2: Developing Positive Appraisals**

Many professionals are plagued by their self-doubting internal dialogue. If they would pay attention to their thoughts during clutch moments, they'd be surprised by how negative and self-defeating they are to themselves.

As a Spark, you need to take control of your inner dialogue so you can be on your side in moments that count.

Here are several strategies you can employ to have a healthy, positive internal dialogue:

### **Think best case, not worst case.**

When you feel stressed or worried, don't let your mind be consumed by worst-case scenario situations. Spend time considering alternate cases, where you come out on top. This will help you generate a realistic, optimistic perspective that poises you for greater success.

### **Ask yourself: If not you, then who?**

When you feel nervous or concerned about a challenge you're entering into, ask yourself if you can't succeed at this, who can? Then remind yourself of your talents and gifts. A healthy moment of self-appreciation can get your head back in the game.

### **Recall all the accomplishments you've achieved in life.**

By reflecting on your history of success, you're able to recall all that you've done to get into the positions you are in today. This helps put whatever you face into perspective.

### **Demonstrate emotional discipline.**

When you start to hear negative thoughts work their way into your internal dialogue, hold these thoughts in your mind and say to yourself, "I'm not going to think about that right now." Then, shift your focus to a more positive dialogue. The ability to shift your thinking will better prepare you to manage the task at hand.

### **Replace "but" with "and."**

This might seem subtle, but it's a great tool. Imagine you're saying to yourself, "I'm getting ready for this interview, but I've never applied for this type of job before" vs. "I'm getting ready for this interview, and I've never applied for this type of job before." When we typically use "but" it's to exclude, disqualify, discount or limit. "And" has a way to add and build.

1 Now that you've had a chance to reflect on several techniques, spend time answering the following questions.

1. When do you find your negative internal dialogue impacts you the most?

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2. Do you have a common (negative) refrain you tell yourself when pressured or stressed?

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3. Why should you have a positive internal dialogue? (Use this space for positive appraisals.)

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4. How can any of the tools for developing positive appraisals help you manage your internal dialogue?

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