

How to Build Self Confidence: Stand Out in a Crowd - Become an Expert

This workbook was created to help you answer this question from the [Wake Up Eager self assessment](#) as very true for you:

"I feel confident in my professional skills and often feel like an expert in my field."

What Does Being an Expert Mean and Why Do I Care?

First, let's start with why being an expert matters... Why is this item important to waking up eager?

Well, being an expert means that you bring **inner strength and motivation** to your work. This makes staying focused and feeling committed to your work, easier..

When you feel like an expert you're willing to **give your opinions** in situations where you don't have all the facts..

And at the same time, you'll also most likely **not be overly stubborn** or insistent about your opinions.

This ability—to **feel comfortable** assessing situations when you don't have all the details—comes from confidence that you have as an expert. You just **know that you'll add value** to new situations that arise on the job.

In contrast, if you don't feel confident in your professional skills you'll probably:

- *not be assertive.*
- *lack security in your opinions about what it is you're doing, or supposed to be doing.*
- *become indecisive and unsure of how to proceed*
- *act and feel defensive when others have different ideas*

It's funny, when you feel like an expert you're more relaxed, at ease and comfortable around what you know and what you don't know.

"The greatest thing a man can do in this world is to make the most possible out of the stuff that has been given him. This is success, and there is no other."

Orison Swett Marden

How to Build Self Confidence... Become an Expert...

If you feel like an expert, confident and sure of your professional skills, you believe you'll succeed, and you do.

That's why taking the time to do the work to strengthen your feelings of expertise around your work is a **key component** toward creating a Wake Up Eager life.

"There are countless ways of attaining greatness, but any road to reaching one's maximum potential must be built on a bedrock of respect for the individual, a commitment to excellence, and a rejection of mediocrity." Buck Rogers

How Do I Start Feeling Like an Expert - If I Don't Feel Like One Now? Two Focus Areas to Get You There...

Deciding to become an expert – could seem overwhelming, at first. Where do I start? What do I do?

Just one step at a time is the best focus. I recommend that if you focus on two areas – and if you do, you'll see and feel your confidence and energy improve quickly.

The first focus area toward improving your expert mind set is around how you see your current role or career. You must **view your role clearly**, finding ways to see what you do as **positive, practical, and functional**.

This is a combination of the facts you know about your job, understanding the expectations for performance and how you can best use your strengths and values in the position.

For example:

- Do you know what the key responsibilities of your position are?
- Do you see how your position is important to the functioning of your company?
- Do you value the type of position it is?
- Do you believe that doing a good job in this position will make a difference?
- Is it important to you to do a good job? Does it mean something to you?

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The second focus area toward improving your expert mind set is around how you see and appreciate yourself. You must **view yourself clearly**, finding ways to acknowledge, own, use and appreciate your abilities as a unique person. Then also seeing the value you bring to the role.

For example:

- Do you know what your core values are?
- Can you name your top strengths and blind spots?
- Are you focused on crafting a clear vision for your future?
- Do you think in terms of past successes, not past failures? Can you consciously focus on evoking feelings of past successes before you embark on something new or difficult?

These two focus areas: **understand and appreciating your role** and **understanding and appreciating yourself** will move you closer to feeling more like an expert, feeling more committed to your work.

The ability to be committed to your job is absolutely essential to professional success and personal happiness—both short-term and long-term.

“I long to accomplish a great and noble task, but it is my chief duty to accomplish humble tasks as though they were great and noble” Helen Keller

Ideas and Actions – First Focus Area:

Viewing Your Role Clearly

Use this list of ideas, the three exercises and links to the Wake Up Eager website to build strength in this area.

- Get familiar with your **company's mission** statement and stated corporate goals.
- Talk to your manager about the **department's goals** and how they relate to corporate missions or strategies.
- Get familiar with the **job description** for your position. You must have a grasp of the principles behind the job you do. What does the job do and how does it function? *(See Exercise #1, next page).*
- Ask your manager to spend some time with you helping you define your role. If he or she doesn't have a **clear list of goals** for you, work with him or her to create them.
- When you think you understand what is expected of you, establish a clear set of guidelines that will help you meet or exceed each expectation. *(See Exercise #2, on the following pages).*
- **Be observant**—both about what is being said and what is not being said. There may be expectations you are expected to meet that aren't verbalized. *(This is more true than not... don't skip over this... look for what's not being said, too.)*
- Understand and appreciate that every job has its **unique reason** for existence. Without the job that you do, other jobs wouldn't exist. *(Can you grasp this idea? If you do, the depth of what you bring to the job, will deepen, and correspondingly, your commit and expertise will grow...)*
- Define **clear expectations and deadlines** for any project you take charge of. [\(Get Goal Setting Worksheets, here.\)](#)
- **Talk to, interview & 'hang around' people you respect and who are experts.** Learn from them. *(See Exercise #3, on the following pages).*
- **Choose** to make your job exciting—make it your challenge, your duty, and your responsibility to master what you are doing and enjoy it. *(You do know that you can choose to do this, don't you?)*

Exercise # 1: Getting Clear About Your Company and Your Job

Gather the following materials:

1. Your job description.
2. Company collateral—brochures, annual reports, etc.
3. Any recent department collateral—monthly reports, e-mails from the director, etc.

Based on the job description, what are your **four key missions or responsibilities**?

1. _____
2. _____
3. _____
4. _____

Based on the company collateral, what are the **company's four key missions or goals**?

1. _____
2. _____
3. _____
4. _____

Based on your department's collateral, what are your **department's four key missions or goals**?

1. _____
2. _____
3. _____
4. _____

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Reflect on these three sets of missions. **How do they relate** to one another? Do they? Should they? Make note of your observations here:

Are there things you think **your department should be doing** that it's not? What are they? Make note of your observations here:

Are there things you think you **should be doing** but you're not? What are they? Make note of your observations here:

What do you think you should do about **revising your goals**? Who needs to approve them? With whom do you need to discuss them? Make note of your observations here:

Exercise # 2: Expectations

Unfortunately not all managers are as clear as they think they are around their expectations for success in the job.

Reflect on and think carefully about **both stated and UNSTATED** expectations as you answer the following questions.

What are **five things your manager or supervisor has said** he or she expects you to accomplish?

1. _____
2. _____
3. _____
4. _____
5. _____

What are **five things your manager or supervisor SEEMS** to want you to do or accomplish?

1. _____
2. _____
3. _____
4. _____
5. _____

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What are **five things that YOU think** you should do or accomplish?

1. _____
2. _____
3. _____
4. _____
5. _____

Compile this insight into the top 4 – 5 goals for your job, for the year.

For more goal setting help, see the Goal Setting Worksheets page here:

<http://www.pricelessprofessional.com/goal-setting-worksheets.html>

“Greatness lies, not in being strong, but in the right using of strength.”

Henry Ward Beecher

Exercise # 3: Interviewing and Observing Other Experts

We all know someone who is passionate about his or her job. This person is an expert and is someone you admire..

Choose at least **two people** you know who are committed to and successful at their jobs, and interview them for feedback.

You can use the following questions to help you start, but keep going—ask whatever questions you think will help you understand how each person stays so committed to his or her job.

1. What makes you happy about your job?
2. What motivates you on a good day at work?
3. What motivates you on a bad day at work?
4. How did you get this job? What were you doing before?
5. What are your goals for this job? What do you hope to accomplish in this position?
6. What are your bigger career goals?
7. I'm focused on being even more committed to my job and on becoming an expert — What's your advice for me?

Ideas and Actions – Second Focus Area:

Viewing Your Self Clearly

Use this list of ideas, the three exercises and links to the Wake Up Eager website to build strength in this area.

- **Define your expectations** of yourself. Sometimes you are your most demanding critic. What is it that you want to accomplish? What do you value and care about? What kind of contribution do you really want to make? *(See Exercises #4 & #5, following pages.)*
- Know your **capabilities and strengths**, and use them to achieve your goals. Define your own core values, and keep them at the front of your mind at all times. [\(Click HERE to get resources for defining strengths and values.\)](#)
- Create affirmations for your self— and use them to practice optimism about YOU. *(See Exercise #6, following pages.)*
- Be clear about **your own personal goals**. Make sure you incorporate what YOU need into what your company needs from you. [\(Get Goal Setting Worksheets Here.\)](#)
- **Take charge**. If no one will tell you what you are supposed to be doing, take your best guess at what will be productive, and do it!
- **Master** skills, behaviors, attitudes, and interpersonal relationships that are important in your position. [\(Get Skill Building Resources Here.\)](#)
- Be diligent about **continuous learning**—stay ahead of the curve in your profession by reading journals, attending conferences, and networking; and keep an open mind to continuous learning in your personal life through good communication, self-improvement, etc. [\(Get Skill Building Resources Here.\)](#)
- If you want to feel like an expert – confident and sure – you have to **decide** that you will **provide value every day**.
- Aspire to other things—but know that you can't get to where ever you want to go without first **making peace** with where you are, doing the best with what is in front of you.

Exercise #4: Making Your Own Plan

Now that you have interviewed a few people to understand what motivates them (*from Exercise #3, above*) ask yourself the same questions.

Be bold, and be honest about what you want and think.

1. What makes you happy about your job?
2. What motivates you on a good day at work?
3. What motivates you on a bad day at work?
4. How did you get this job? Why did you want this position? What did they see in you, that they admired, to hire you for this position?
5. What are your goals for this job? What do you hope to accomplish in this position?
6. What are your future career goals?

"Man is only truly great when he acts from the passions."

Benjamin Disraeli

How to Build Self Confidence... Become an Expert...

Now, answer the following question...

What are five things you can personally do to become more committed, energized and focused on becoming an expert in your job and career?

Who can you hang around? What courses can you take? What books can you read? What can you do differently in the office? Before you get to work? After you leave work?

Give yourself a deadline for initiating action on your plans.

1. _____

Date to accomplish: _____

2. _____

Date to accomplish: _____

3. _____

Date to accomplish: _____

4. _____

Date to accomplish: _____

5. _____

Date to accomplish: _____

Exercise #5: Naming and Claiming My Values

Use the following questions as a guide to help you connect with your core personal values:

- What is your personal definition of success? If you became amazingly successful, what would your life look like, feel like, be like?
- What three ideas or principles most frequently guide your decisions and actions?
- What excites you more than anything else in the world?
- What is your greatest fear in life?
- What percentage of your time is spent in direct and active pursuit of your ideal of success?
- Rank by numerical order the priority you place on the following areas of life, with (1) being the highest.
 - Creative Endeavors ()
 - Family ()
 - Financial security ()
 - Recreation ()
 - Spiritual growth ()
 - Learning ()
 - Helping Others ()
- If you could change one thing about your life, what would it be?

For a more in-depth look at your values, get a 24 page customized report. Includes debrief video/self study materials. Find all the details, here.
<http://www.pricelessprofessional.com/intrinsic-motivation-values.html>

Exercise #6: Developing the: “I Approve of Me” Mindset...

For this activity, you will need to define at least **ten things that you do well on the job**. Then, we'll turn these things into affirmations that you can use to help yourself begin to acknowledge the value you bring to your role.

If you really can't think of ten things you do well in your job, ask a trusted peer or mentor for his or her suggestions.

What are affirmations?

Affirmations are positive statements that help you **retrain your mind** to see and feel positively about your capabilities and around what you want to achieve.

Affirmations that work include the following elements:

- First person
- Present tense
- Active and strong
- Short and sweet
- You feel good when you say it

Here's an example:

Let's say that you write that you are good at "*making quick, effective decisions*"

Turn that into an affirmation by saying,
"I'm good at effective decision-making and I add value every day."

"I'm not the greatest; I'm the double greatest.

Not only do I knock 'em out, I pick the round." Muhammad Ali

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Now, it's your turn...

“When I reflect upon my school, work and life experience, I recall all the positive feedback I’ve received about who I am and what I bring to situations.

I can recall positive comments I’ve heard from customers, managers, colleagues, family member and friends throughout my life – they often tell me that I’m good at...”

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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Now, go back and turn each thing you're good at and turn it into an affirmation.

Once you have your affirmation list, keep it close by. I encourage you to read every day and add to it. This will help you to start looking for and resonating your value and strength internally and everywhere you go.

See the *Self Confidence Techniques: Professional/ Personal Growth & Inspiration* page, for more resources, here: <http://www.pricelessprofessional.com/self-confidence-techniques.html>

What's Next?

The goal of this worksheet and these activities is to help you build in this area:

"I feel confident in my professional skills and often feel like an expert in my field."

Focusing on becoming an expert will add energy, direction and happiness to your life.

We are all born to be experts at something. If we're not tapping into and offering our expertise to the world, we feel 'off' and not excited about our life.

There's a reason for that...That's because you're special and you have unique value to bring to the world.

And you can begin doing that today. Even if the role you're currently is not your forever role...

If you focus on accepting and embracing wherever you are today, you'll notice that things will begin to improve and change for the better. It's good to aspire to greater things and to want promotions and movement forward.

But the truth of the matter is that **those things will find their way to you when you are ready**. The **best way** for you to be ready is to value the position you are in and to value yourself.

Master your craft and yourself. How do you build self confidence? Focus on becoming an expert and you will stand out from the crowd (in a good way!).

The best way to create greatness, is to begin being great now.

*Please use all the resources on the Wake Up Eager website to support your Wake Up Eager life.
With Appreciation, Publisher Suzie Price*