

# self confidence

*a feeling of trust in one's abilities, qualities, and judgment*

Regarding workplace skills, the one thing that is that one of the most significant assets -- not just in your career but in life -- is self-confidence (without ego). Confidence is a fine line though. Be perceived as too confident by too many and you'll be earmarked as arrogant. On the other hand, being too modest and not saying enough might result in you giving off the perception you're lacking in confidence and maybe competency.

In particular, developing confidence in the workplace is not easy. After all, your product is you as a whole person, not merely a professional. Self-confidence requires work, time, and dedication. It is a step toward self-actualization, which is at the top of Maslow's pyramid, and which few of us will ever fully achieve. Many of us struggle with how to become more self-confident in the workplace.

The problem is that when you are not confident in yourself, people begin to question your credibility and qualifications. It can affect your professional trajectory in the form of denied promotions or raises.

Most of us have worked with someone who cannot make a decision, even to save their life. They may be perfectly competent at their job, but questioning everything makes that competence suspect. Without confidence in the workplace, you cannot glean confidence from others.

## 12 Tips to Increase Your Confidence in the Workplace

**Don't focus on what others think.** Don't expend your energy wondering and worrying about how others perceive you. Focus that energy instead into striving for your success. How do you value yourself?

**Recognize your uniqueness.** There is only one you. No one else can do exactly what you can do: you have unique skills, experiences, thoughts, and ideas. Celebrate what defines and differentiates you.

**Have a reality check.** Be bold. Be blunt. Remember the mantra that "feedback is love," and find out how others perceive you. Don't hesitate to ask for honest, sometimes uncomfortable input.

**Define success on your own terms.** Far too often, we define success by measures that we get from other people. Is success having a big house, fancy car, and a fat bank account? Maybe, and that's okay. But for many of us, those measures do not define success but are vehicles for achieving success.

**Get out of your comfort zone.** Volunteer for a project that will help you build new skills. Apply for a job that feels like a stretch but matches your interests. Sign up to present or speak at an event to tackle your fear of public speaking.

**Emulate others.** Take note of what fellow self-confident employees do in regards to their daily work habits. If it works for them, it can work for you.

**Identify strengths and weaknesses.** Conduct a candid self-assessment. Where do your strengths lie? What areas do you need to improve?

**Rise to the challenge.** Achieving something you didn't think was possible is an enormous confidence booster. Volunteer for projects that require you to expand in ways you didn't know were possible.

**Perform a self-assessment.** Connectional intelligence helps companies drive breakthrough business results. How do you stack up? What talents do you possess that can help your organization succeed?

**Fake it till you make it/if you build it, they will come.** Project an aura of confidence and create your own reality. You'll ease into the comfort of confidence eventually, but projecting self-confidence can help you make it true.

**Project the image you want to convey.** You've heard the advice to dress for the job you want, and not for the job you have. This advice is because your outward experience affects not only how you carry yourself, but also how others perceive you. How do those around you present themselves? Can you kick it up a notch?

**Speak with confidence.** Eliminate "uhm," "ah," "I think," "I feel," "in my opinion" from your vocabulary. Doing so will project confidence in the workplace.



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