

## BE CONFIDENT

Thinking about yourself in a positive light may not come easy. So here's a good way to start. Every morning before you even get out of bed just imagine yourself looking in the mirror and giving your confidence a boost. Think of all the great qualities you have and how confident you are going to be today.

Imagine the day ahead of you – who you are seeing, what you are saying and doing and how confidently you will act. Now look carefully through the list of words over the page. Put a circle round all the ones you would use to describe yourself today. Then ask friends to add to the list.



## JOB SHOPPING

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happy positive helpful committed  
talented friendly flexible kind  
approachable willing considerate  
intelligent hard working motivator  
active able practical enterprising  
warm empathetic bright sporty  
reflective innovative wise healthy  
methodical successful systematic pioneering  
independent interesting caring  
resourceful attractive passionate  
creative analytical energetic  
communicative focused driven respectful  
diplomatic brave knowledgeable

# JOB SHOPPING

## GET SHOPPING!

Confidence is the key to successful job shopping. You really need to believe in yourself to get the job you want in life. Luckily there are lots of practical ways to build up your self-confidence. And these tips will help.

Put a tick against all those you think you can realistically use (for future reference).

### 10 TIPS TO BOOST YOUR SELF-CONFIDENCE

- Visualise yourself acting in your new work environment in a positive and confident way – changing what you think about yourself will create a greater level of self-belief.
- Keep a record of achievements and successes and refer to it when you feel you need it. Collect evidence of your personal impact and development throughout your experiences of work – consider how much more confident you are on your last day compared to your first.
- Look for positives in what others are saying to you. Don't simply focus on the negatives and overlook all the positive feedback.
- Learn to look in the mirror and accept that you are as you are and be comfortable with it. Some things can't be changed but you can often find a new way of making the best of yourself by becoming better informed, acquiring new skills, changing unwanted habits etc.
- Self-belief grows when you're in the right role in life. Use the opportunity your experience offers to take a hard look at your own situation. What can you learn from this and what do you now need to do?
- Begin to build a positive community around you – don't surround yourself with negative people – find those that are positive, supportive and willing to help.
- Identify a key role model for yourself amongst the new people you meet. The chances are you already have some of the qualities you admire in that person – so how can you develop these further?
- Learn to handle rejection or failure when they come along – and learn from them.
- Try to keep your experiences and problems in perspective. You can do this by putting them in the biggest context possible eg. world famine or global warming.
- Make a determined effort to see the funny side of life. Laughing – and making others laugh – works wonders for your self-esteem.

