

# PRESENTING YOUR BEST SELF WITH CONFIDENCE TOOLKIT



“NO ONE CAN MAKE YOU FEEL INFERIOR WITHOUT YOUR CONSENT”

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## CONFIDENCE IS ABOUT PREPARATION

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### THINK CONFIDENT

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- Develop a positive, growth mindset - if you are naturally pessimistic you can train your brain to be positive by practicing gratitude. Each day remind yourself what 3 things you are grateful for, people, health, job, home etc. You will gradually train a negative thinking brain to be more positive
  - Set your intention for the day or meeting you are attending. Who do you need to be in order to achieve the outcome you want?
  - Record your achievements – what 3 things have gone well today however big or small. Keeping a record of them will build confidence and you will develop a confident mindset
  - Rewrite the story – What story have you been telling yourself? What assumptions are you making? We are all responsible for the stories we tell ourselves. Rewrite the story to the outcome you want to achieve
  - Maintaining a positive mindset in all your interactions will come across in how you present yourself which will make you look, sound and feel more confident
  - Your brain can't distinguish between reality and a memory so visualise yourself in the room where you are presenting or the outcome you want to see. See positive engaged faces watching you speak. It's amazing how this helps to boost confidence when you do it in real time.
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### LOOK CONFIDENT

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- Think about your posture, how much space do you claim? make yourself look big. Walk tall with your shoulders back this instantly looks and feels more confident
- Dress for confidence and feel comfortable in your clothes. Do you feel appropriately dressed for the occasion? If in doubt always dress up rather than dress down
- In a meeting think about how you are sitting - sit up, put your hands on the table in front of you and be present. A closed body with crossed arms says I am not interested
- Think about where you sit in meetings for maximum impact. Sit next to the most important person in the room if you can or at least in their line of sight for getting attention when you need to.
- A smile speaks confidence always smile at yourself and others
- Maintaining eye contact invites trust – Hold eye contact with someone for an extra two seconds when shaking their hand for maximum impact

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## SOUND CONFIDENT

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- Take 2 seconds to take a few deep breaths before you speak to calm and pace yourself, whether in a meeting or presenting
- Remember to use your impactful introductions we talked about previously
- Practice speaking with confidence on the phone, in meetings, presentations – Mirror tone, volume and posture for effective rapport building
- Think about your volume. If you speak quietly practice projecting your voice. You can practice by singing in the car, bathroom or in front of a mirror
- Sound enthusiastic - Are you passionate about the message you are giving? Speak with energy and if you are low on energy go for a walk beforehand to re-charge
- Listen with empathy, reaffirm to show you have understood and allow for silence to allow people to think and respond
- Speak up early in meetings to not only build your confidence but also show you are engaged
- Use positive language – avoid dangerous language triggers that undermine your message

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## PERSONAL

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### PRACTICE BEING CONFIDENT

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- Ask for feedback – How confidently are you presenting yourself? What can you do differently?
- Keep practicing - There is no failure, only learning and the opportunity to improve
- If you are a perfectionist you will always change the goalposts on what good looks like so don't wait to feel confident, you already have everything you need!
- Not everyone will buy into you all the time. Learn to be okay with this. It doesn't mean you haven't delivered the best presentation or performed at your best.

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## TAKE ACTION

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### REFLECT & TAKE ACTION

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Which areas do I need to work on to feel, look and sound more confident?

Are there specific relationships I need to work on where I'm not always presenting my best self?

Who can give me feedback on my progress?

What hinders my confidence? What are my barriers to success?

Who do I admire who presents themselves with confidence? What can I learn from them?

Which of the above tips (or one of your own) do you commit to do in the next week?

