

# Dare to Be Confident Workbook

**THE SIX SIMPLE  
TOOLS TO BE  
CONFIDENT, LOOK  
CONFIDENT,  
AND FEEL  
CONFIDENT!**



**By Connie M. Leach, EdD**



# Dare to Be Confident!

"Confidence is the only key. I can't think of any better representation of beauty than someone who is unafraid to be herself."

-Emma Stone



# Welcome,



Do you sometimes look at others around you and wonder how they can be so confident and self-assured? I know, I certainly have. Because we learn from other people, it's difficult not to compare ourselves to them, and unfortunately, we often judge ourselves as falling short.

I wrote this ebook to help guide you with **6 simple tools and practices** that can help strengthen your confidence, especially when interacting with others. I, too, use these methods whenever I find myself feeling as if I don't measure up or the fear of failure roars its ugly head to keep me playing small.



I hope you find these tools to be helpful and easy to do. I encourage you to practice them as often as possible as you boldly move forward with the confidence and courage to live a great life!

Yours in Happiness and Success,  
Connie

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# **Tool #1:** **Play On Your Own Team**

**"Treat yourself with love and respect, and you will attract people who show you love and respect."  
-Rhonda Byrne**



**"I learned along time ago the wisest thing I can do is  
be on my own side."  
-Maya Angelou**

The first and most important tool is how well you treat and support yourself. For example, do you treat yourself with kindness like you would treat a good friend? Or, are you your toughest critic, putting yourself down when you don't meet your own or others' expectations?

For example, you may be out with a friend and notice that her outfit looks great on her and by comparison, you feel like your clothes don't measure up. You then begin to judge yourself, feeling inferior.

Perhaps you say something to her like, "I don't like this shirt I'm wearing, I should never have worn it," Or, perhaps rather than voice your thoughts out loud, you speak harshly to yourself with words like, "I hate the way I look."

When you speak or think in negative terms about yourself, it is as if you're playing on an opposing team working against yourself.

Can you think of a time (s) when you treated yourself in such a negative and demeaning way?  
In the past I've:

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On the other hand, when you demonstrate self-love and compassion toward yourself, you are behaving in your own best interest. You keep your head up high and support yourself in every circumstance and encounter. In other words, "You've got your back!"

In what way(s) moving forward, can you increase your self-compassion and begin playing on your own team? I plan to:

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In reality, long-term success and confidence comes from a positive belief in yourself and the trust that you can handle whatever comes your way. You treat yourself with care and respect. In essence you're okay with who you are, mistakes and all.

What can you do to start playing as the winner on your own team?

1. Start by simply noticing the words you say to yourself or out loud to others.
2. Change your internal negative self- put downs into more positive and caring statements.
3. Always, refrain from putting yourself down in the company of others.
4. Practice speaking kindly to yourself in a loving and compassionate way.

What's one thing you can do today to show support for yourself?  
Write it down on the line below.

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When I'm playing on my own team, I believe I am...

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**Tool #2:**  
**Know Who You Are and Own It**

"Find out who you are and then do it on purpose."  
-Dolly Parton



"You've always been what you are. That's not new.  
What you'll get used to is knowing it."  
-Cassandra Clare



Building self-confidence requires knowing yourself: your strengths, interests, unique personality, and what you value in life. You learn how you as a one-of-a-kind person can take pride in your unique qualities and what you have to offer.

Learning about your personality can help you have a deeper knowledge of who you are and how you best interact with others. Therefore, your job is to take a deep dive into discovering all of the treasures that are inside you and then use them to enhance your life.

Below are a few personality quizzes that I recommend to my clients. Some may charge a small fee. The important thing is to find a credible assessment and seriously take a look at your strengths and personality tendencies.

Next, look over your results, I recommend putting them into a binder or a folder on your computer, as you may want to refer back to these for job interviews, resumes, or just as a great reminder of what you uniquely bring to the world.

Be sure to highlight the descriptions you believe are the best fit for you. Embrace them, and then put them into good use!

Keirsey Temperament Assessment: [www.keirsey.com](http://www.keirsey.com)

Myers-Briggs Type Assessment: [www.16personalities.com](http://www.16personalities.com) (Free)

Official Myers-Briggs Personality Test: [www.mbti.com](http://www.mbti.com)

Standout by Marcus Buckingham: [www.tmbc.com](http://www.tmbc.com)



After taking at least one of the personality tests listed above, what did you notice about yourself? What words did they use that sounded like you? Write them in the box on the next page.

In the box below, write 6-10 key words or phrases from the personality test(s) that stood out about you. What descriptions can you own? If you were unable to take the tests, how would you or others describe you?



A large, empty rectangular box with a double-line border, intended for writing 6-10 key words or phrases from a personality test.

## **Tool #3:** **Take Care of Your Needs**

"It's not selfish to love yourself, take care of yourself, and to make your happiness a priority. It's necessary."  
-Mandy Hale



"When you recover or discover something that nourishes your soul and brings joy, care enough about yourself to make room for it in your life."  
-Jean Shinoda Bolen



Are you sometimes busy thinking about others and taking care of their wants, totally unaware of your own?

Notice how easy or hard it is for you to receive the good things in life. Are you able to give yourself the things you truly desire without condition?

Do you feel that you deserve the gifts that life offers or do you believe you must do something before you can receive them, such as working hard, giving to others, or being selfless?

Often, people develop the "no dessert unless you eat the whole meal" attitude: they never allow themselves the joy of savoring the dessert.

Achieving a balance between giving and receiving is necessary for developing confidence. Believing that you are entitled to good things in life and pursuing them with joy is at the foundation of being confident in who you are.

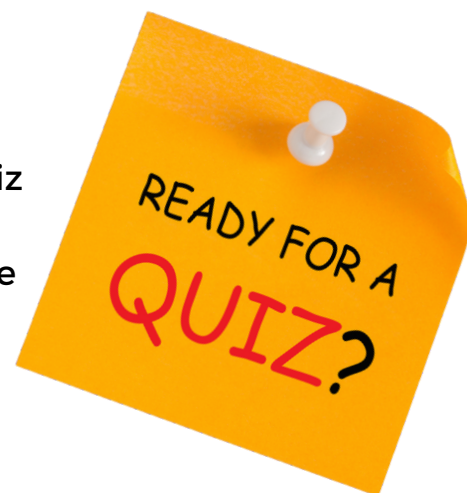
When you make caring for yourself a priority, you convey to yourself and to others that you matter, and your self-confidence shows.





# Self-Care Quiz

How much do you take care of your needs? Take the quiz below and see how you score. Put a checkmark in front of the statements that feel true for you right now. Circle the ones that you are unsure about or have not yet achieved.



- \_\_\_\_\_ I am a whole and complete person, and occupy a unique place in this world.
- \_\_\_\_\_ My worth is not contingent on my looks or what I do.
- \_\_\_\_\_ I have many positive qualities.
- \_\_\_\_\_ I take good care of myself by getting the det, sleep, ad exercise I need.
- \_\_\_\_\_ I spend time with people who value me.
- \_\_\_\_\_ I nurture myself like a kind parent would do.
- \_\_\_\_\_ I know that being good to myself does not mean I am selfish.
- \_\_\_\_\_ I have hobbies and interests, and I make time to enjoy them.
- \_\_\_\_\_ I believe that I deserve love, success, and happiness in my life.
- \_\_\_\_\_ Every thought, feeling, and action of mine has purpose and value.
- \_\_\_\_\_ Everything I think, feel, and do passes through my personal filter.
- \_\_\_\_\_ I treat myself to special things just because.
- \_\_\_\_\_ I know what I need, and I know how to get it.

Give yourself **1 point** for each checkmark and then add up your points. If you scored **10 points or more** you're doing a good job taking care of your needs.

If not, look over the statements that you circled and choose one to get started. What's one or two things you can do this week to make that statement true for you?



## Four Basic Needs...

There are four main areas that are important for self-care: physical, mental, emotional, and spiritual.

- **Physical needs** include eating healthy foods, drinking plenty of water, getting adequate sleep, exercise, and paying attention to your personal and oral hygiene.
- **Mental needs** are about challenging your brain. This includes reading, note-taking, discussions, and learning new things.
- **Emotional needs** include engaging in healthy activities that allow you to feel good about yourself and surrounding yourself with people who care about your well-being.
- **Spiritual needs** can include spending time in nature, meditation, prayer, being part of an organized religion, or feeling connected to something beyond yourself, like the earth.

**Look over the four self-care areas above and fill in the blanks below:**

My strongest area is \_\_\_\_\_ . I meet that need by doing \_\_\_\_\_ .

My weakest area is \_\_\_\_\_ . I will improve that area by committing to doing \_\_\_\_\_ .

## Tool #4:

# Dream Big! Imagine What's Possible

"Nothing is impossible; the word itself says  
'I'm possible!'"  
-Audrey Hepburn



"We all have possibilities we don't know about. We can do  
things we don't even dream we can do."  
-Dale Carnegie

**"Sometimes I've believed as many as six impossible things before breakfast."  
-Alice from Alice in Wonderland**



Many people go through life without thinking about or imaging what their life could be. They remain in their daily routines without putting much thought into what possibilities may be available to them. They lack a belief in themselves that they matter enough to go after great endeavors.

Oprah Winfrey famously said, **"Create the highest, grandest vision possible for your life, then let every step move you in that direction."**

When you imagine a life full of possibilities for yourself, you feel good about your future. You believe in yourself and know that you can go after what you want.

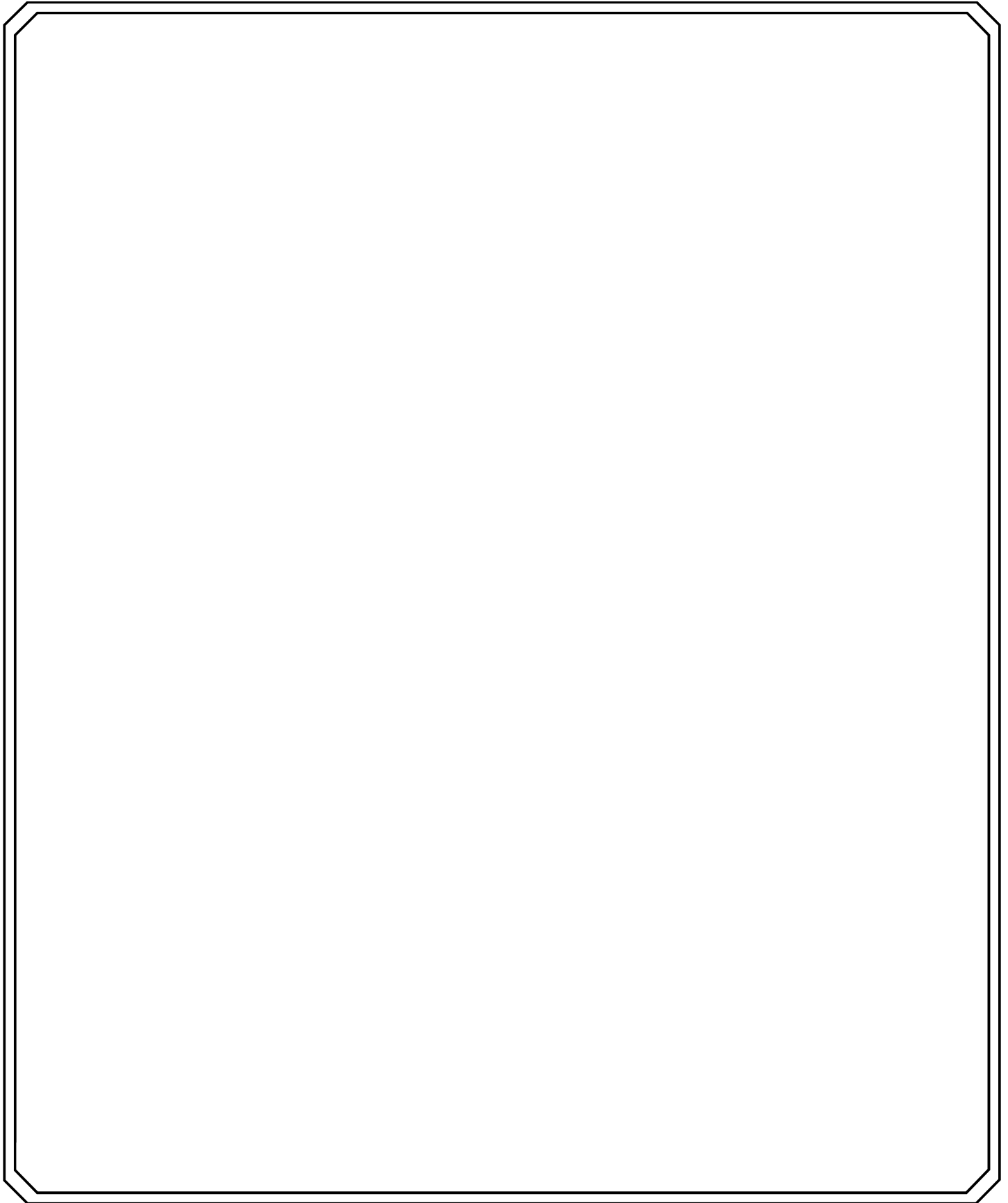
What would you do if anything was possible? Would you travel the world, learn a new language, or change careers?

Set aside some time and try imagining beyond your norm. Page through magazines, YouTube videos, Pinterest, and other sources to dream beyond any perceived limitations. List a few of your ideas in the box on the next page.



# What's Possible for You?

Post pictures and words in the box below. This is time to **Dream BIG!**



## **Tool #5**

# **Practice Positive Self-Talk**

**"Be careful how you are talking to yourself because you are listening."**

**-Lisa M. Hayes**



**"Talk to yourself like you would to someone you love."**

**-Brene Brown**



YOU'VE  
TOTALLY GOT  
THIS!



# Use Positive Self-Talk



This is a tool you can use daily and often, to help you move through any fear that may keep you stuck. It is simply using your own voice to coach yourself with words of encouragement to help motivate you through something you are fearful of doing.

For example, if you fear speaking in front of a group or audience, your positive self-talk could sound something like this: **"You've got this. You know your speech, you've done this before, and you can do it again. Now go out there and smile!"**

With positive self-talk you can break free of constantly second guessing yourself with words of encouragement to move you forward. In addition, you'll be more likely to make immediate decisions and take action.

Think of a personal or professional problem or obstacle that you're dealing with right now. What positive and encouraging statement(s) can you say to yourself to help you push through the feelings of fear and self-doubt?

Write your statement(s) in the box below. Use "I" or "You" in your self-talk, whichever one sounds best to you.





## **Tool #6:**

# **Find One Thing and Get Started**

**"There is no passion to be found playing small--in settling for a life that is less than the one you are capable of living."  
-Nelson Mandela**



**"Find something you love to do and you'll never have to  
work a day in your life."  
-Harvey McKay**



Build your confidence by finding one thing you love to do and go after it with all your energy and passion. Become good at this one thing and share your excitement with others.

This one thing can be a hobby or interest, such as playing an instrument, painting, collecting rare coins, or traveling. When you focus deeply on your one thing, you feel good about yourself and you thrive.

Some people turn their hobbies into careers or start their own businesses. Finding that one thing and getting paid for it in your job or career will never feel like work. Sarah was passionate about drawing since she was a child and became a graphic designer for a major corporation. In high school Kris was a cheerleader and became a sports trainer. They both found jobs around their interests and talents.

Sometimes finding that one thing takes some detective work. Pay attention to what you love to do and then explore job or hobby options around it. Working with a career coach is a great way to explore your passions and to help you find the best type of work that will excite you.

Albert Einstein famously said, **"If you want to live a happy life, tie it to a goal, not to people or things."** Write on the line below the "one thing" you can go after with everything you've got.

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What can you do to get started on that today?

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# Dare to Be Confident!



"Trust yourself. Create the kind of self that you will be happy to live with all your life. Make the most of yourself by fanning the tiny, inner sparks of possibility into flames of achievement."

-Golda Meir

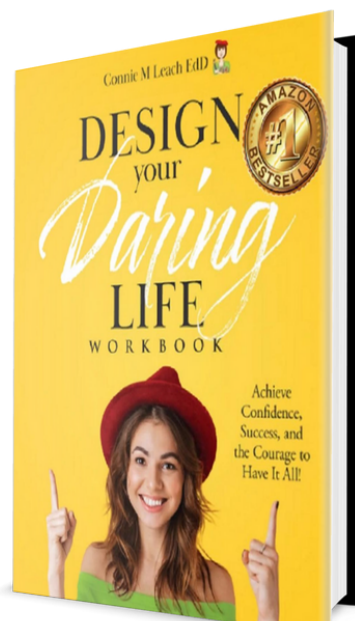
# About the Author



Connie Leach is an author, speaker, and certified life and career coach. She specializes in working with women to help them create their personalized plan for achieving their goals. Connie believes that creating a plan, whether short or long term, leads to a happy and successful life.

Connie has earned a doctorate in educational leadership and holds masters degrees in education and counseling with an undergraduate degree in psychology. She also holds certifications in Life and Career Coaching. As a former classroom teacher and administrator, her passion is in challenging others to achieve their best life. Connie currently enjoys living near the beach in Southern California.

Her most recent workbook "[Design Your Daring Life](#)" is now available on Amazon and other book sellers.



**" Dr. Leach provides an essential roadmap for women to courageously pursue the life they imagine."  
-Christina Ryan Rodriguez, College Dean**

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