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Introduction

If you've never had confidence, or if a personal life crisis has stripped you bare of any confidence you had, then it's likely you now live your life cautiously, or carefully, with reservation, as you fly under the radar.

Loss of confidence or not ever developing this invaluable "soft skill" could have serious, negative impact upon your life without you realizing it.

When you are faced with a life circumstance, a major decision, a life choice, or demanding situation, and you aren't equipped with the confidence to deal with it, you may find yourself experiencing increased anxiety, stress, social withdrawal, or even decision-paralysis, that crippling inability to make decisions with any sense of competence or self-belief.

Well, it's a good thing you found me, and even better that you downloaded my gift to you -- these 7 Steps -- which will guide you on your journey to finding that seed of confidence within you to nurture and grow into Total Self Assuredness.

So, let's get started.

To unearth those qualities of confidence that lay deep within you, you need to begin exploring your skills, strengths, and weaknesses, as well as your decision-making style, and what actions you can take to develop a stronger sense of self.

Before we begin, I want to share a brief story about Confidence, Self-Assuredness and me. I mean, who am I, and why should you believe me, right?

As a woman in my 50s now, I'm so deeply grateful for having found my confidence. When I look back through my younger years -- my 30s -- I find it hard to recognise the woman I was back then; anxious, defensive, so little self-belief. Worse still is when I think about my late teens and early 20s. I suffered - truly struggled - with crippling social anxiety.

I have two distinct moments where I can recall exactly how this intense form of anxiety had its impact upon me back then:

I could not engage in conversation with the check-out teams in supermarkets, or in fact in any kind of store. When it was my turn at the register, my anxiety would peak, and I would not make eye contact. My only words were enough necessary to get the purchase and money exchange complete and I am not sure I ever said, "thank you".

Not because I wasn't grateful or had no manners. It was simply because the idea of chatting to a total stranger was so overwhelming my mind would shut down and I could not even think of words to speak (not even polite social banter).

In another instance, I found it near to impossible to catch the public bus. This was ironic because the bus stop was directly outside of the house I was sharing.

Things were so bad for me during this time, I was speaking with a counsellor as I just could not function without significant anxiety, which by then had escalated toward panic. My counsellor guided me through steps to take, to overcome the fear of catching the bus and my 'challenge' was to take the bus into town before I saw the counsellor for my next appointment.

There was a tiny kernel of faith inside me that said, "if my counsellor says I can do it, and if I follow her instructions, maybe I can do it this one time..." (and just writing this down made my heart flutter as I vividly remember the panic I felt back then when I thought about what lay ahead).

Thing is, I did take that 'challenge'.

I stood at the bus stop, palms wet with sweat, my breath so short it was catching in my chest, knees like jelly and my tummy in knots. When I saw the bus coming, I almost ran inside the house. Somehow, I stood my ground, and when I got on that bus and asked the bus driver for help regards the next stop I had to exit, it was like a huge victory, and I admit I did a little celebratory dance in my head!

So, you see, I have known what it feels like to have zero confidence.

I've even had false bravado and had to pretend to be confident. It was like being arrogantly cocky with nothing to back it up. My confidence barely had a pulse, and I have missed so many opportunities and chances to live life fully on my terms.

Today, it is a whole different story. I do still have moments where I feel a bit fragile. What's different now is that I have the skills, competencies, victories and most importantly, the self-belief to know I can now live life -- on my terms.

And, I want to help you have the same.

Let's start.

To make the most out of these 7 Steps, you are going to need:

1. To complete the self-assessment tool, the Wheel of Life, at the end of this e-book.
2. A means to record your answers to questions in this e-book (pen and paper is better at engaging the brain. However, if you prefer technology, that's fine, too.)
3. To set some time aside where you can focus on YOU, as uninterrupted as can be.
4. To make a commitment to yourself to follow through with these 7 Steps.
5. To be as honest with yourself as you can be, no matter how vulnerable you feel.
6. To be coachable. You need to be willing to be open and receptive.
7. To be willing to do the work and trust the process.

Trust.

Throughout my personal evolution journey, I learned that I did not openly nor easily trust anyone or anything, and would cringe if ever I heard the words, "trust me..."

So, I am not going to ask you to 'trust' me. I will, however, ask that you put faith in the process and dare to trust in yourself even just a little, as you read this guide and implement each of the seven steps, to *your* Total Self-Assuredness.

STEP 1.

To begin, you need to identify your Hard Skills.

These are the technical or learned capabilities that you are good at *doing*.

They can be those skills you apply in your work (employment, job, business), and they can be the hard skills you rely on in your everyday life.

Examples could be:

Playing the flute	Growing vegetables
Computer coding	Teaching a topic (e.g., Maths, drawing, woodwork)
Dress making	Cooking
Laying bricks	Repairing/fixing things
Installing cables	Nursing/healing
Typing	Speaking another language
Budgeting	Using a forklift (or other machine)
CPR/First Aid	

Why would you need to know what things you are good at? Let's consider it this way: When you are good at something, you can do that thing without too much prior thought, and you are able to perform that task usually without doubt, or without questioning yourself. In fact, you likely do this activity automatically, by way of habit.

The opposite is when you are learning a new skill and you don't know what you are doing. You may feel anxious or clumsy, and you will probably criticise yourself for not knowing what you're doing ('I'm so stupid, I should know how to do this...' or similar. I know I did. My own toughest critic. Not a lot of self-love going on then.)

Take time to think about what YOU know you are good at. If you can't think of TEN HARD SKILLS you have, write down as many as you can (at least 3-4) and then ask yourself, 'what would my friends/family/boss/work colleagues say are the things I am really good at doing?'

Once you've taken the time to identify the list of 10 Hard Skills, I want you to answer this question: What are your top 3 Hard Skills?

These are the skills YOU KNOW in your heart that YOU are really good at, and you know that others would agree with you.

It doesn't mean you're an expert.

It simply means you are competent and confident enough that you could perform these tasks well without becoming anxious.

Your Top 3 Hard Skills are:

1. _____

2. _____

3. _____

Notes:

STEP 2.

The next important step follows on from the first: Let's identify your SOFT Skills.

These skills are more unique to you, and more part of your "people-skill" range of abilities, things you are good at *being*.

It is the way you are, and how you present to the world naturally. Of course, you may have practiced, trained, and educated yourself to help develop these skills, too. These can be those skills you apply in your work (employment, job, business), and even the soft skills you rely on in your everyday life.

The list could include customer service, communication, creativity, innovation, problem-solving, ethics, perception, teamwork, flexibility, attention to detail, listening, patience, tolerance, openness, acceptance, gentleness, intuition, time management, clarity, persuasion, friendliness, humour, diplomacy.

Start compiling your list of TEN SOFT SKILLS. If you can't think of TEN skills (beyond the list above), write down at least 3, and then ask yourself what your closest connections would say are your best capabilities and qualities. Remember, it doesn't mean you're the expert, but instead that you're sure in yourself about your ability.

Once you have the list of at least ten soft skills, take the time to think about and answer the next question: what are your *top 3* Soft Skills?

Your Top 3 Soft Skills are:

1. _____

2. _____

3. _____

You may wonder why I'm focused on the kind of information you would include in your resume or CV (Curriculum Vitae). Think about it. If you apply for a new job, it's because you believe you can perform in the role, right? As part of the application, typically you would need to submit your resume which lists your soft and hard skills.

What you're doing here is creating your 'life resume' rather than a career resume.

Why? When your confidence is low, when your sense of self is falling flat, and when you don't have high self-worth, you are less likely to aim for big goals in life, strive for top positions, to speak up, or to express yourself openly and positively.

So, it's important that you begin taking a tally of all your qualities including your top Hard and Soft skills.

Notes:

STEP 3.

Another area to explore is Personality, including both Strengths and Weaknesses.

Your Personality

Your personality is the sum total of all your qualities, traits, and characteristics. These qualities and traits are what you draw upon when you interact with the outside world -- the world outside of you. All that you are, how you present yourself, the way you show up; this is your personality, and it comes with strengths and weaknesses.

If you have never completed Personality Profiles, or Psychometric testing, or even if you have done so in the past, it is worth doing a variety of testing and completing a range of profiles now.

These will help you to gain a good general insight into who you are and what character traits and qualities are your strongest and weakest, or those that show up under stress. These are not set in concrete. They are more like snapshots rather than rules dictating how you must show up in the world.

Your personality is flexible and changes over time as you grow and mature. The more you are open to self-development and learning, the more able you are to influence and shape your personality.

Suggested Personality Profiles to complete:

DISC

<https://discpersonalitytesting.com/free-disc-test/>

EYSENCK

similarminds.com/eysenck.html

MIXED Selection of Tests

https://similarminds.com/personality_tests_index.html#.YQycFYgzaUk

Take your time to review and complete a variety of these tests, and just know that none of these are 100% accurate and will merely provide you with general insight into the way your personality shows up.

What is more important is to start to identify patterns that show up for you. Begin to sense and see and know what feels right for you. Ask yourself if you would describe your personality the way that shows up in the various tests.

Your Personality Strengths:

Your next step, like you did with your hard and soft skills, is to list your Top 10 Personality Strengths. These can be the qualities you apply in your work (employment, job, business), and those you rely on in your everyday life.

Examples may be:

Open	Conscientious
Curious	Extroverted
Supportive	Agreeable
Appreciative	Encouraging
Imaginative	Analytical
Hard-working	Rational
Adventurous	Diplomatic
Daring	Determined

You may have noticed that your personality strengths may reflect your Soft Skills. This is no mistake. Your Personality style is, in many ways, 'on show' through your skills. Said another way: What you are **Doing** is because of who you are **Being**.

Examine your Personality Strengths list.

Take the time to consider these strengths. Ask yourself which strengths on your list of Top 10 best describe you. If you are still not sure which qualities are your best strengths, simply choose three that are more like you, and write down the Top 3 Personality Strengths.

Your Top 3 Personality Strengths are:

1. _____

2. _____

3. _____

Notes:

Step 4. Your Personality Strengths and Weaknesses cont...

Personality weaknesses.

Personality weaknesses are not aspects of yourself to be ashamed of, or to be embarrassed about. They are not bad or wrong. They are simply areas for improvement.

Perhaps you have difficulty making decisions (indecisive), or you feel uncomfortable in a room of strangers (shyness).

All of these traits, as part of your personality, are flexible, changeable and can be modified and enhanced. These traits often change in response to positive and negative life experience and challenges. Remember, these are not set in concrete.

Your next step, like with your personality strengths, is to make a list of your Top 10 Personality Weaknesses. These can be the qualities that show up in your work (employment, job, business), and those that impact upon your daily life.

Examples may be:

Disagreeable	Socially Awkward
Nervous	Forgiving (excessive)
Submissive	Frail
Selfish	Meek
Timid/shy	Standoffish
Passive	Domineering
Compliant	Arrogant
Obedient	Pushy
Indulgent	Reserved
Over-cautious	Restrained
Defensive	Guarded

What is essential to remember here is that having any one of these traits as your predominant personality style is not wrong, or bad. These qualities may in fact serve you and help you in different situations. They may be all that you learned depending upon how you were raised (for example, you had to be obedient, or you learned to be guarded, or you were submissive, timid, or even defensive) to survive. There is nothing wrong with this, at all, and you should never feel bad, or feel guilt or shame because of it.

The good news is that the time is now right for you to acknowledge that you learned or adapted to the environment around you back then, and many of your personality qualities were necessary for your survival. Oftentimes, you may not have been aware how deeply these were entrenched.

The best news is this:

Personalities are adaptable -- qualities that you express in one situation, for example, may be qualities that are more subdued in another situation.

Once you have listed your Top 10 Personality Weaknesses, consider the qualities you think are your weaker traits. Then, simply choose the three that are more like you, and write down the Top 3 Personality Weaknesses.

Your Top 3 Personality Weaknesses are:

1. _____

2. _____

3. _____

Please do not criticise yourself or be hard on yourself for being this way. Only when you begin to raise your awareness about your personality strengths and weaknesses, can you begin to make positive changes.

The purpose behind making this list is to help you with identifying areas for improvement on your journey to Total Self Assuredness.

STEP 5.

Decision Making.

Your next step is to start exploring your Decision-Making Style.

This is *really* important. The way you make decisions or even the way you avoid making them has influence over the way you feel about and perceive yourself.

Before you undertake Step 5, you must have completed Steps 1-4. You need to have completed the Personality Profiling exercise by now, and if you haven't, I CANNOT STRESS ENOUGH that you must undertake at least TWO personality assessments. The reason is that it helps you to put language around how you define who you are.

When you learn about your personality through a more formal description, you get to see yourself in a more specific style and it may help you to understand that when you make decisions, you do so in a certain way.

For example:

Are you a dominant, aggressive, or defensive style of personality?

Maybe you make decisions quickly with just enough facts and big picture projected outcomes, without considering how people might be affected, if it just means you get results.

Are you a socialising personality, engaging with and always surrounded by others?

You might prefer to have others help you with your decision making. You might also be a little indifferent toward the outcomes, as long it means you get to be around other people or to be the centre of attention.

Are you a cautious, analytical, serious personality?

You may only make decisions once you have all the facts, figures, projected results, research, rules, and policies surrounding it all. You may hold back from deciding until 'all the ducks are aligned'.

Are you the more thoughtful, organised, conscientious personality?

You may be concerned for how your decision affects others and so choose to have a "meeting" to discuss the possible issues around making the decision. You likely will still decide, just not quickly and not without consulting others.

Refer to your lists of Hard Skills, Soft Skills, Strengths, and Weaknesses, and begin to look for any common themes that stand out to you.

- Do you see any areas where your decision-making style is echoed in your Hard Skills or your Strengths?
- When do you rely on your Soft Skills in your decision making?
- Are your Weaknesses affecting your decision making?

What do you need to feel within yourself to make decisions in life?

- Trust? To have faith in yourself?
- Inner Strength? That sense of resilience?
- Certainty? Unwavering decisiveness?
- Conviction? Completely sure of your choice?
- High Self-regard? Holding yourself in good esteem?

Imagine being able to make decisions -- not just daily life decisions but also potentially *life-changing* decisions -- with a sense of Total Self Assuredness.

You see, the characteristics of Total Self Assuredness include:

BEING: being certain; being positive; self-reliant; being self-trusting; being composed and present; being bold.

HAVING: having pride in self and high self-regard; having a sense of vigour and decisiveness; having a degree of levelheadedness; having conviction; having inner strength and fortitude; having a can-do attitude; having peace of mind.

Decision Making plays a role in developing your Total Self Assuredness.

Look back at your lists, and consider all of your qualities, traits, hard, and soft skills. Review the areas for improvement in your life. That is what this entire journey is all about, because if you don't know where to improve, how can you work on it?

The exercises in this book so far have been about identifying areas where you ARE strong and capable, and raising your awareness around areas that need some work.

To recap on the exercises so far, fill in these boxes below with your Top 3's.

Top 3 Hard Skills	Top 3 Soft Skills	Personality Strengths	Weaknesses

My Decision-Making style is:

(e.g.: *"fast, with all the facts, and I use my can-do attitude"*, etc)

STEP 6.

Comfort Zone

Step outside of your Comfort Zone.

One of the best ways to move forward and attain Total Self Assuredness is to take a huge leap outside of your comfort zone.

What is the Comfort Zone, and why does it matter?

Your Comfort Zone is that emotional and psychological space that is a state of mind. It is a space that provides you with a feeling of safe existence. It has boundaries in place to protect you from taking risks that do not fit with who you see yourself to be.

A Comfort Zone is a psychological retreat and a place where you can, to a degree, hide away from making uncomfortable and scary choices or decisions.

It's fair to say, then, that your Comfort Zone can limit your decision making without your awareness.

Typically, many leadership courses focus on empowering the leader to persuade, motivate, and communicate, along with developing skills in decision making. As the leader and sole person in charge of your own life, it is critical that you take responsibility for your future, and learn to make empowering decisions, be motivated, persuasive, and have clear communication.

It helps for you to know your personality style, and the areas of weakness that may be holding you back. If you know that some of your skill sets could do with being enhanced, there is one thing that can help you immediately:

Take on a challenge that requires you to step outside of your Comfort Zone, learn new skills and test your personality and your decision making.

Some examples of this might include:

Volunteering.

Applying for a more senior or advanced role at work.

Sky diving.

Self-defence training.

Travelling to a country where you don't speak the language.

Committing to coaching a junior sport team.

Public Speaking.

Audition for a community play.

Partner Dancing.

Cooking classes.

Speed dating.

Join a community club.

What other activities can you participate in, that are outside of your comfort zone?

Notes:

STEP 7.

Setting Goals.

Striving to attain Total Self Assuredness requires you to commit to goals.

Setting goals is one way you can work toward becoming the “Self-Assured New You”.

When setting your goals, consider the following and how they relate to building or reclaiming your confidence:

- Are there any Hard Skills you want to acquire, that will positively challenge you?
- Are there any Soft Skills you want to work on, to help build your confidence?
- Are there any Hard Skills that you want to change, learn more, and develop?
- Are there any Soft Skills that are holding you back?
- Are there any personality weaknesses that are causing you some challenges?
- Are there any decision-making skills that you need to cultivate?

As you answer any of these questions, consider what your BIG END GOAL is:

Total Self Assuredness.

The full and complete sense of unshakable confidence.

The ability to completely trust in all your decision making.

The sense of being totally convinced of your self-worth.

The true sense of poise, calm, and purpose.

The composure and high self-regard.

The positive mental fortitude and inner strength... and so much more.

It is not limited to just these qualities. Focus on developing each and every skill, quality, and trait through determined hard work, intention, commitment, self-education, learning, applying and exploring new ways to BE and DO.

They are each an indication and component of Total Self Assuredness and you are well on your way to discovering or rediscovering your Confidence.

The Wheel of Life.

I have included this tool for you to fill in because I want you to have a base, or a starting point for yourself. This is a way for you to see who you are, on your journey to discovering or rediscovering your confidence.

The instructions for completing the Wheel are included below the wheel. As you begin to fill out the Wheel, I want you to consider each section from a perspective of your confidence, or self-assuredness.

To make it quick and easy: Ask yourself this question:

How confident am I in relation to (section)?

For example:

Family and Friends.

How confident am I in relation to my family and friends?

This would mean, when I am around them, do I feel confident?

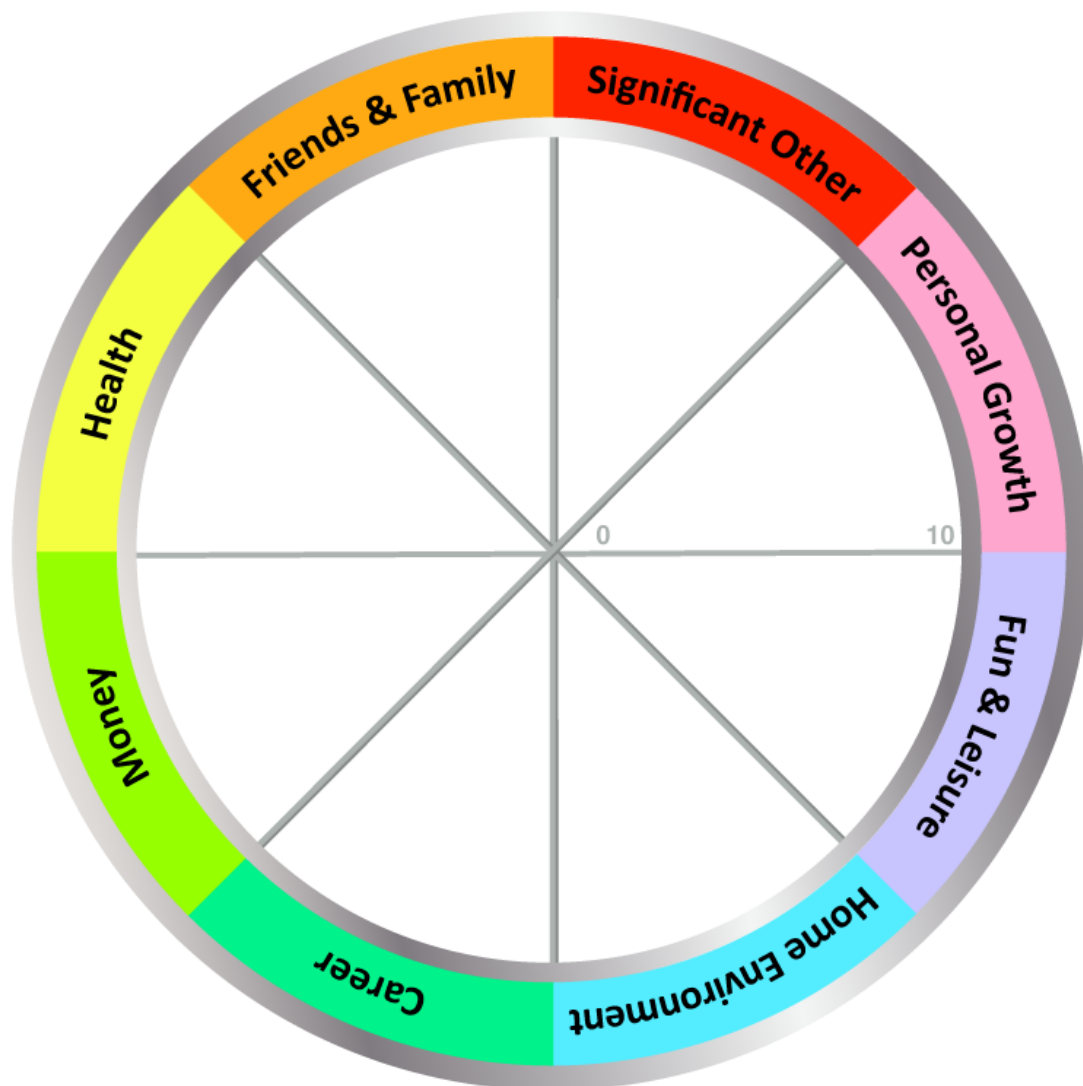
Money.

How confident am I in relation to Money?

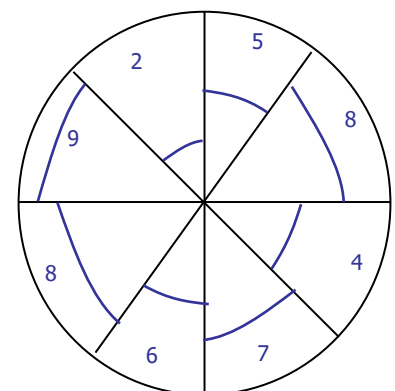
This would mean, when I handle money or make decisions around money (budgeting/investing/spending) do I feel confident?

What you are looking for is any insight into your sense of confidence.

Complete the Wheel as per the instructions. Then consider which areas need the most improvement. While you can apply all the 7 STEPS within this book to all areas of your life (as represented by the wheel) it is wise to focus on one area at a time, and typically the area with the lowest score.



EXAMPLE



COMPLETE THE WHEEL:

1. Review the 8 Wheel Categories - think briefly about what a satisfying life might look like for you in each area.
2. At the centre of the wheel is 0 and at the outer edge is 10. Choose a value between 1 (very dissatisfied) and 10 (fully satisfied).
3. Next, draw a line across each segment that represents your satisfaction score for each area – refer to the example diagram above.
4. Now write the score alongside as in the example.

My Story.

I want you to know more about me.

It's important to me that you know who I am, and why this book and achieving Total Self Assuredness means so much to me.

Earlier in the book, I shared two stories about my experience with crippling social anxiety. If you have ever had anxiety, then you can appreciate the intensity of my experiences.

What you may not know about me is that at age 13 years, I was suicidal. No one in my family and in fact, not a soul on the planet knew how desperately I was teetering on the edge. I had planned how I would depart this earthly life, and I thought long and hard about it. (If you are experiencing difficulties, and contemplating any form of self-harm, please *contact your health care provider services **immediately.***)

I was not just unhappy, or lacking confidence. My entire young world was deeply shattered by the experiences of sexual abuse, physical abuse, bullying, and many more traumatising events that a child is in no way equipped to cope with.

I chose to enter counselling at the age of 20, and spend 10 long, long -- oh, so very long -- years in general therapy (not with psychiatrists, but with social workers, community psychiatric nurses, and psychologists) who were my life savers. Each one of these health care providers were critical to my survival.

Directly because of my experiences with these care services, I went on to study psychiatric nursing, influenced by the vital role one of the counsellors had played in my life. What I learned through my journey over that ten-year period...

- of counselling
- of the three years of study to become a nurse specialising in psychiatric care
- of the 18-months working directly in psychiatric services in locked wards with people deemed 'criminally insane'
- of working one-on-one as a critical intervention psychiatric nurse with burns victims, with transgender people, and with acute episodic breakdowns

...was how incredibly strong I had become.

I learned to assess my skills -- and how important they were to my sense of confidence.

I learned to identify my personality style and the strengths and weaknesses that were part of who I was on my journey.

I also learned to identify how I made decisions, because I saw that I was making poor decisions that reflected my lack of self-love, and lack of respect for myself.

Once I began to piece all this together, I was able to see patterns, areas for improvement and it has been my lifelong journey -- almost 30 years -- since qualifying as a psychiatric nurse to continue to explore and examine mindset and psychology, and to understand the very basic steps for someone to take to begin a healing process, of discovering or rediscovering confidence and Total Self Assuredness, just like I did.

Terri Mitchell

Please Note:

If you believe you need extra support and would like to invest in your personal growth and development to help you achieve Total Self Assuredness, contact me through my website or through social media, to arrange a FREE initial consultation and we can discuss the best Coaching service to meet your needs.

When you choose my Coaching service, you receive a free copy of my latest book

From FEAR to FULFILLMENT, From CRISIS to CONFIDENCE
Your Personal Evolution Journey

<https://www.terrimitchell.com.au/coaching-connection-call>