

Building Confidence — Workbook

This workbook is your active companion to the Building Confidence course. Each section mirrors one course module and gives you the hands-on exercises, structured worksheets, and daily checklists you need to convert insight into real behavioural change. Work through each section as you complete the corresponding module, and return to earlier sections whenever you need a recalibration.

Understanding Your Confidence Landscape

Map your confidence baseline, identify your signature cognitive distortions, and build an accurate picture of where you stand and why.

Exercise: Domain Confidence Audit

Rate your current confidence on a scale of 1 (very low) to 10 (very high) in each of the seven life domains. Then answer the reflection prompts below to unpack the pattern.

- Which domain scored lowest? What is one specific situation in that domain that triggered a confidence dip recently?

- Which domain scored highest? What conditions, people, or past experiences contributed to confidence there?

- Is there a common theme across your two lowest-scoring domains — a specific fear, belief, or person that shows up in both?

- If your confidence in your lowest domain increased by just 2 points, what would you do differently that you are not doing today?

Worksheet: Cognitive Distortion Tracker

Over three days, each time you notice a dip in confidence, record the event and the automatic thought. Then match the thought to one of Burns's ten distortions and write the distortion name. Review at the end of day three to spot which distortions appear most frequently — these are your signature patterns.

Date and time

Triggering situation (brief factual description)

Automatic thought (verbatim — what your inner critic said)

Emotional response and intensity (0–100)

Distortion category (e.g., mind-reading, fortune-telling)

How confident am I this thought is 100% accurate? (0–100)

Checklist: Neuroscience Practice Starter Checklist

- Learn and practise the physiological sigh (double inhale through nose, long exhale through mouth) — test it three times today
- Complete a 10-minute values affirmation writing session before your next high-stakes event
- Write a specific implementation intention for one confidence-relevant behaviour this week ("When X happens, I will do Y at Z location")
- Identify which of Bandura's four self-efficacy sources is most underdeveloped for you and note one way to activate it
- Share the neuroplasticity concept with one person to reinforce your own understanding

Section

Identify your imposter subtype, build your Competence Evidence File, and practise the cognitive restructuring tools that replace imposter logic with accurate self-appraisal.

Exercise: Imposter Subtype Self-Assessment

Read the five Clance subtypes (Perfectionist, Expert, Natural Genius, Soloist, Superhero). Rank them 1–5 from most to least like you, then answer the prompts below to understand how your dominant subtype operates in your life.

- Describe a recent situation where your dominant imposter subtype was running the show. What did you do or avoid as a result?

- What is the story your dominant subtype tells you about what competence or success "should" look like?

- What has your dominant subtype cost you — opportunities avoided, credit not claimed, relationships affected?

- If your dominant subtype were a person giving you advice, what would a wiser mentor say in response?

Worksheet: Competence Evidence File

Complete each field below for at least 10 entries. Be specific: dates, names, measurable outcomes. Vague entries ("I am good at leadership") do not engage the cognitive updating mechanism — concrete evidence does. Return and add entries whenever you dismiss a win.

Achievement or competence demonstrated

Date or time period

Measurable outcome or observable result

External factors (luck, timing, others' help) — honest estimate only

Internal factors (your preparation, decisions, skills, effort)

Piece of positive feedback I received that I initially dismissed

Worksheet: Three-Column Thought Record

Use this thought record whenever an imposter thought arises. Complete all three columns before rating the final emotion intensity. Aim for 2–3 entries per week during Modules 1–2.

Situation — who, what, when, where (facts only)

Automatic thought — verbatim imposter statement

Emotion and intensity before restructuring (0–100)

Evidence FOR the automatic thought (facts, not feelings)

Evidence AGAINST the automatic thought (from Evidence File or direct observation)

Cognitive distortion identified

Balanced, accurate alternative thought

Emotion and intensity after restructuring (0–100)

Checklist: Imposter Module Action Checklist

- Complete the Clance Impostor Phenomenon Scale (free online) and record your score
- Identify your dominant imposter subtype and its default compensating strategy
- Write at least 10 entries in your Competence Evidence File with specific dates and outcomes
- Complete three three-column thought records on real imposter thoughts this week
- Practise the ACT defusion technique on one imposter thought ("I notice I'm having the thought that...")
- Share one dismissed win with a trusted person — say it out loud and accept their response

The Confidence Challenge Ladder

Design your personal 10-rung challenge ladder, execute the first three rungs, and track your SUDS scores to watch your confidence grow in measurable steps.

Worksheet: My 10-Rung Challenge Ladder

Choose your lowest-confidence domain from Module 1. Use the fields below to design all 10 rungs, from easiest (rung 1) to most challenging (rung 10). Rate each rung on the SUDS scale (0 = no distress, 10 = maximum distress) before you begin. Rungs should feel approximately 1 SUDS point apart. Schedule rung 1 within 48 hours of completing this worksheet.

Confidence domain targeted

Rung 10 — ultimate challenge statement

Rung 9 — challenge description and SUDS estimate

Rung 8 — challenge description and SUDS estimate

Rung 7 — challenge description and SUDS estimate

Rung 6 — challenge description and SUDS estimate

Rung 5 — challenge description and SUDS estimate

Rung 4 — challenge description and SUDS estimate

Rung 3 — challenge description and SUDS estimate

Rung 2 — challenge description and SUDS estimate

Rung 1 — easiest first step and SUDS estimate

Date scheduled for rung 1 attempt

Exercise: Anxiety Reappraisal Practice

Before your next ladder attempt, run through the anxiety reappraisal exercise below. The goal is to shift your interpretation of pre-challenge arousal from threat to excitement. Use the prompts to prepare your mindset, then debrief afterwards.

- Describe the physical sensations you notice right now before this challenge (heart rate, breathing, body tension). These are your body's resources activating — where do you feel them most?
- Say aloud three times: "I am excited." Notice how the sensation shifts when you label it as excitement rather than anxiety.
- What is the specific competence or value you are exercising by doing this challenge — not the outcome, but what it says about who you are?
- After the attempt: what actually happened versus what your inner critic predicted? How large was the gap?

Checklist: Ladder Execution Checklist

- Complete the 10-rung ladder worksheet with specific challenges and SUDS estimates for every rung
- Schedule and complete rung 1 within 48 hours of designing the ladder
- Record SUDS before and after each attempt in the progress tracking template
- Move to the next rung only when two consecutive attempts produce a SUDS of 3 or lower
- After any setback, return to the same rung within 72 hours — do not skip down
- Complete a mastery summary paragraph after each completed rung
- Identify and reach out to one "vicarious model" — someone who has navigated a similar challenge

Sustaining Authentic Confidence

Build your daily confidence maintenance habits, refine your self-talk and body-language practices, and design a weekly review routine that prevents backsliding.

Exercise: Self-Talk Rewrite Lab

List the three self-critical phrases you use most often. For each, write the cognitive distortion it represents, then rewrite it using one of the five evidence-based language patterns from the course (growth framing, process attribution, specific capability statements, self-compassion response, vicarious modelling prompt). Practise the rewritten version daily for 14 days.

- What are the three self-critical phrases you use most often — write them verbatim, as you actually say them internally?

- Which distortion category does each phrase belong to, and what does the distortion hide about your actual capability?

- Write the reframed version of each phrase using one of the five language patterns. Does it feel true? If not, what specific evidence would make it feel more accurate?

- After 14 days of practice: has the intensity of the original self-critical phrase changed? What do you notice?

Worksheet: My Confidence Maintenance Plan

Design your personal minimum effective dose routine. Be specific about timing, location, and triggers — vague intentions don't survive contact with a busy week. Use the fields below to build a plan you will actually stick to.

Morning practice — specific activity, duration, and exact time

Pre-challenge protocol — which of the five steps will you use and when

Evening wins log — format (phone note, paper journal, app) and location

Weekly review — day, time, and location

Weekly challenge commitment — how you will identify and schedule next week's stretch

Accountability mechanism — person, app, or system that supports follow-through

Backsliding trigger — the early warning sign that tells me I'm avoiding

Backsliding response plan — the specific first action I will take when I notice the trigger

Checklist: 30-Day Confidence Maintenance Launch Checklist

- Complete the My Confidence Maintenance Plan worksheet before Day 1
- Set a daily calendar reminder for the morning values check-in (60 seconds minimum)
- Keep the wins log for seven consecutive days without missing an entry
- Complete the first weekly confidence review within seven days of finishing the course
- Retake the domain confidence audit at Day 30 and compare to your baseline scores
- Add five new entries to your Competence Evidence File within the first 30 days

- [] Design and begin a second challenge ladder in your next-lowest confidence domain by Day 30
- [] Teach the physiological sigh and reappraisal technique to one other person — teaching solidifies your own knowledge

Your Action Plan

1. Complete the Domain Confidence Audit and identify your single lowest-scoring domain this week
2. Run the Cognitive Distortion Tracker for three consecutive days and name your two signature distortions
3. Score yourself on the Clance Impostor Phenomenon Scale and identify your dominant subtype
4. Build your Competence Evidence File with a minimum of 10 specific, dated, measurable entries
5. Complete three three-column thought records on real imposter or self-doubt thoughts
6. Design your full 10-rung Challenge Ladder and schedule rung 1 within 48 hours
7. Execute rung 1 using the anxiety reappraisal and pre-performance protocol; log your SUDS scores
8. Progress through the ladder at the pace of one rung per week, moving up only after SUDS reaches 3 or lower on two attempts
9. Rewrite your three most common self-critical phrases using the evidence-based language patterns and practise them daily for 14 days
10. Launch your Confidence Maintenance Plan on Day 1 post-course and sustain it for 30 consecutive days

