

# Building Self-Confidence — Workbook

This workbook is your hands-on companion to the Building Self-Confidence course. Each section maps directly to one course module and contains exercises, worksheets, and checklists that convert the concepts into personal insight and measurable action. Complete each item as you finish the corresponding lesson — the activities build on each other and the templates in the final section give you reusable tools you can return to long after the course ends.

## Understanding Confidence: What It Is and What Blocks It

Surface your personal confidence blockers, trace their origins, and build a baseline self-efficacy profile across your key professional domains.

### Exercise: Confidence Domain Mapping

Rate your current confidence level (1–10) across 8 professional domains. Then identify your top 2 strongest domains and your top 2 weakest domains. Use your weakest domain as the focus area for your confidence ladder in Module 3.

- Rate each domain 1–10: public speaking, written communication, one-on-one conversations with senior stakeholders, cold outreach/networking, presenting data or analysis, asking for what you need (raise, support, resources), managing up or sideways, contributing ideas in group settings.
- What pattern do you notice across your highest-rated domains? What skill or experience do they share?  
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- For your lowest-rated domain: write the last time you attempted it and what happened. Be specific about the situation, not just your feeling.  
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- What would a score of 8/10 in your lowest domain look like behaviourally — what would you be doing differently?  
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### Worksheet: Confidence Blockers Audit

Score yourself on each of the six confidence blockers based on how frequently they show up in a typical work week (1 = rarely, 5 = almost daily). Then write one specific, recent example for your top two blockers. Imposter syndrome frequency (1–5):

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Perfectionism frequency (1–5):

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Comparison trap frequency (1–5):

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Past failure anchoring frequency (1–5):

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Approval dependency frequency (1–5):

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Fear of visibility frequency (1–5):

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My #1 blocker (highest score):

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Recent example of blocker #1 (situation, what you thought, what you did):

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My #2 blocker:

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Recent example of blocker #2:

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Origin of blocker #1 (first time you remember feeling this — age, context, message received):

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Is the original message still factually true today? (yes / no / partially) — explain in one sentence:

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### Checklist: Neuroscience Toolkit — First-Week Practice

- Practise the physiological sigh (double inhale, long exhale) at least once before a meeting this week
- Before one high-stakes moment, use the arousal reframe: say aloud or write 'This is excitement, not anxiety'
- After one anxiety-provoking work event, use affect labelling: write 'I notice [emotion name]' in your phone notes
- Identify one upcoming situation where you can use the 2-minute power posture beforehand
- Read the Bandura self-efficacy definition and write it in your own words in one sentence

### Reframing Limiting Beliefs with CBT Tools

Use ABC records and ABCDE disputations to identify, categorise, and replace the automatic beliefs that undercut your professional confidence.

#### Worksheet: ABC Record — Three-Event Tracker

Complete one ABC record for each of three confidence-relevant work events this week. Be factual in A, quoted in B, and specific in C. Rate your belief in B both before and after completing the full record.

Event 1 — A (Activating event, one factual sentence):

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Event 1 — B (Automatic belief, quoted thought):

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Event 1 — B belief strength before record (0–100%):

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Event 1 — C (Emotion + intensity 0–10, and behaviour):

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Event 1 — Distortion label:

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Event 1 — B belief strength after record (0–100%):

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Event 2 — A:

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Event 2 — B:

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Event 2 — B strength before:

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Event 2 — C:

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Event 2 — Distortion label:

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Event 2 — B strength after:

---

Event 3 — A:

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Event 3 — B:

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Event 3 — B strength before:

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Event 3 — C:

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Event 3 — Distortion label:

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Event 3 — B strength after:

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### Exercise: ABCDE Full Disputation

Select your most significant limiting belief from your ABC records and run it through all five ABCDE steps. Work through each question in writing — do not skip to the E statement without completing D.

- D — Evidence FOR the belief: list only specific, observable facts (no interpretations). How many pieces of real evidence can you find?  

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- D — Evidence AGAINST the belief: list at least three specific counter-instances where this belief was proven wrong or did not apply.  

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- D — Compassionate reframe: what would you tell a trusted colleague who came to you holding this exact belief?  

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- E — Write your balanced, evidence-based replacement belief in one sentence. Rate how strongly you believe the original B and the new E (0–100%) and note the difference.  

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### Checklist: Distortion-Labeling Habits

- Review your three ABC records and assign a distortion label to each B belief
- Tally which two distortions appear most frequently across all records — these are your primary targets
- Write a personalised one-line interrupt phrase for each of your top two distortions
- Save the interrupt phrases as a phone note titled 'My Thought Interrupts'
- Complete at least one full ABCDE disputation before moving to Module 3
- Read your E statement aloud three times — rate credibility (0–10) and note if it increases with repetition

## Bandura's Self-Efficacy Model: Building Confidence from Evidence

Design mastery experiences through a personalised confidence ladder and select role models who will genuinely elevate your self-efficacy.

### Worksheet: Self-Efficacy Source Audit

For each of the four sources of self-efficacy, record two recent examples (one that raised your confidence and one that lowered it). Then identify which source you are over-relying on and which you are under-using.

Mastery experiences — raised confidence (specific task + outcome):

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Mastery experiences — lowered confidence (specific task + outcome):

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Vicarious experiences — raised confidence (who you observed + what they did):

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Vicarious experiences — lowered confidence (or absent — what you compared yourself to):

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Verbal persuasion — raised confidence (who said what, and why it was credible):

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Verbal persuasion — lowered confidence (critical feedback that stuck — from whom, about what):

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Physiological state — raised confidence (what physical state preceded a confident moment):

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Physiological state — lowered confidence (what physical state preceded a low-confidence moment):

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Source I am most over-relying on:

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Source I am most under-using:

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One concrete action I will take this week to generate a mastery experience in my target domain:

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### Exercise: Build Your Confidence Ladder

Choose one professional domain where your confidence is below 5/10 (from your Module 1 domain map). Define the top rung (full confidence behaviour) and the bottom rung (mildly uncomfortable but doable today). Fill in 6–8 rungs between them and rate each for anticipated anxiety (0–10). Your goal is to work one rung per week, completing each at least twice before stepping up.

- Target domain: write the one professional situation where you most want to build confidence.

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- Top rung (full confidence): describe in behavioural terms what you would be doing if you had a 9/10 confidence in this domain.

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- Bottom rung (start this week): what is the smallest version of this behaviour you could attempt today with mild discomfort (anxiety 3–4/10)?

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- List rungs 2–7 between your bottom and top rung, each slightly more challenging. Rate each 0–10 for anticipated anxiety and confirm there are no gaps larger than 2 points between adjacent rungs.

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## Checklist: Role Model Selection and Debrief

- Identify two role models who are 1–3 levels ahead of you (not at the top of the field) in your target domain
- Confirm each shares at least one relevant similarity to you (industry, communication style, background)
- Find one piece of content where each role model narrates their process or struggles, not just their success
- Run the four-question debrief after reviewing each: specific behaviour observed, situation it applied to, minimal first attempt for you, belief needed to attempt it
- Write one confidence-ladder rung inspired by what you observed from each role model
- Attempt rung 1 of your confidence ladder before finishing this module

## Confident Behaviour in Practice: Communication, Setbacks, and the 30-Day Plan

Apply AEI in real meetings, practise the HEAR protocol on actual feedback, and launch your 30-day confidence habit stack with implementation intentions.

### Exercise: AEI Meeting Preparation

Before each of your next three group meetings or calls, complete this preparation form. Having your Assert sentence written in advance eliminates the dual burden of formulating content and building courage simultaneously.

- Meeting 1 — Assert (one declarative sentence stating your position or idea): Evidence (one specific number, example, or fact that supports it): Invite (one genuine question that opens the floor):  
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- Meeting 2 — Assert: Evidence: Invite:  
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- Meeting 3 — Assert: Evidence: Invite:  
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- After each meeting: did you deliver it? If yes, how did it land? If no, what stopped you — and which confidence blocker from Module 1 was operating?  
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### Worksheet: HEAR Criticism Protocol — Live Record

Within 24 hours of receiving significant critical feedback, complete this record. The goal is to extract the actionable signal while neutralising the identity threat.

Source of feedback (role, not name):  
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Exact wording of feedback (quote as closely as possible):  
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Hold — what was your immediate internal reaction (thought + emotion)?  
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Extract — what is the specific, actionable core of this feedback (strip all framing and tone)?  
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Assess — source credibility (1–5) and evidence quality behind the feedback (1–5):  
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Assess — is this feedback about the work or about my identity? (work / identity / both) — explain:  
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Identity separation statement: 'This feedback is about [specific work element], not a verdict on [my capability/worth/belonging].'  
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Respond — one specific change I will make based on the actionable core:

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Deadline for that change:

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Distortion check: did my initial reaction contain a cognitive distortion? Which one?

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### Checklist: 30-Day Confidence Habit Stack Launch

- Write your implementation intention for the morning evidence statement: 'When I [trigger], I will write my evidence statement before [anchor habit].'
- Write your implementation intention for the pre-high-stakes routine: 'When I [trigger], I will run my 2-minute toolkit before [the event].'
- Write your implementation intention for the evening ABC record: 'When I [trigger each evening], I will complete my ABC record before [anchor habit].'
- Set up your 30-day tracker (use the template below) with today as Day 1
- Schedule your Monday confidence ladder review in your calendar for each of the next 4 weeks
- Schedule your Friday confidence metric scoring (speaking up, handling criticism, self-introduction) for each of the next 4 weeks
- Identify one accountability partner — a colleague or friend who will check in on your ladder progress weekly
- Write your 30-second self-introduction using the four-part formula and record it on your phone
- Rate your introduction on clarity, energy, and specificity (1–5 each) and note your revision target
- Complete rung 2 of your confidence ladder before Day 14

### Your Action Plan

1. Complete the Confidence Domain Map this week and identify your target domain for the confidence ladder
2. Run the Confidence Blockers Audit and trace the origin of your top blocker using the hot thought trace exercise
3. Practise the physiological sigh and arousal reframe before your next three high-stakes work moments
4. Complete three ABC records over the next 7 days — one for any confidence-relevant work event
5. Label the distortion in each ABC record and write a personalised interrupt phrase for your top two distortions
6. Run one full ABCDE disputation on your dominant limiting belief and write your E statement
7. Complete the Self-Efficacy Source Audit and identify the one source you are most under-using
8. Build your 8-rung confidence ladder for your target domain and attempt rung 1 at least twice
9. Use the AEI framework to contribute in at least three group meetings over the next two weeks
10. Launch your 30-day habit stack with three written implementation intentions and a completed Day 1 tracker row











