



SELF-CONFIDENCE & COMMUNICATION SKILLS

Work Sheet 4

You have already identified some goals to work on in previous work sheets. Now, we are going to think about them in much more detail. Setting and monitoring goals is a really effective way to build self-confidence.

First, identify your overall dream, then break down how you can get there.

1. The big dream

2. How to get there? (e.g. courses, training, support)

3. What can you work on right now? (i.e. skills to develop)

Next, focus specifically on developing and monitoring smaller goals (number 3 in the above diagram) to help you recognise your progress and how each goal will help you to get closer to your bigger dream. These are likely to be more task-orientated in nature. Choose one goal with which to practice writing a detailed SMART goal.

Specific (what is the goal?)	
Measurable (how are you going to know when you have achieved it?)	
Action orientated (do you need to do it? How does it relate to your longer-term goals?)	
Realistic (is it within reach? Not too easy, not too difficult?)	
Time-framed (when you do want to have achieved your goal?)	

Once you have your detailed goal, monitor it over time. Was it achievable? Did you manage it in the stated time? How do you feel now that you have achieved your goal? Can you set another one to help you continue with your development?

Tip: goal setting can be a brilliant tool for enhancing confidence and motivation, and improving our abilities, but try not to set goals for every area of your life. This can actually be counterproductive and run the risk of you becoming more perfectionist in your approach to everyday life (which is no fun).