



## SELF-CONFIDENCE & COMMUNICATION SKILLS

# Work Sheet 2

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In this work sheet you will focus on ways to become more task orientated and less ego orientated. Complete the exercise for each of the 4 key principles listed below. See if these exercises are helpful and try to stick with the ones that seem to really work for you.

### **1. Set and monitor task-based goals**

Building on Work Sheet 1, choose one specific thing you want to focus on. It might be to do with a way of working, a task within a particular project, or something outside of work that you want to achieve. Try to ensure the goals are focused on the task at hand – not something far off in the future. If you can only think of big, future-orientated goals, try to break them down into smaller ones. When you are in the relevant context, try to stay really focused on this goal. And when you have achieved your goal, set another one. Keep progressing!

My goal is:

I will have achieved it when:

My next goal is:

## **2. Understand that effort and hard work lead to success**

Setting goals as per the above exercise will help you to see this principle in action. But investigate your own thoughts and beliefs: do you assume that some people “just have what it takes” while you don’t? For example, do you believe that some people are born talented or have natural abilities that are superior to yours?

While we are born with some characteristics that we can’t really change or control – height, for example – most elements of ability in any domain are developed through practice and hard work. Try to investigate some of your thinking around this and see if you hold any unhelpful beliefs about success that might actually be limiting you or the way you see yourself.

What does success mean to me?

How can I strive to achieve success?

## **3. See others as collaborators rather than competitors**

You probably have a number of peers and colleagues who you enjoy working with, but may see others as competitors or rivals. Try to remove this competitive element and understand that everyone can learn from each other. Each person makes an important, unique contribution to the work environment. Instead of feeling envious or intimidated by others, ask yourself:

What do I admire about these people?

What could I learn from them?

What might they be able to learn from me?

#### **4. Re-think mistakes**

Mistakes are brilliant! They help us to problem-solve, find new solutions, perform better, and become more creative. But sometimes we become afraid of making mistakes and looking like we are 'failing' in front of others. Ask yourself:

What have you learned from making mistakes in the past?

If you made a mistake (in any setting), what is the worst-case scenario of what might happen? In reality, would it really be that bad?

Do you think other people notice your mistakes? If they do, how much does that really matter? (To help you answer this, consider how long you spend thinking about other people's mistakes).

*Tip:* Remember, if you are really struggling with something, ask for help! Not only will it help you with the problem, it will also increase your feelings of autonomy by taking charge of the situation.