



# Show Your Confidence at Work: Checklist

Showing that you're self assured can make your job easier, increase your satisfaction at work, and help you excel. **You have the power to increase your confidence and reveal it in your work setting.** Using this checklist will help you build feelings of self-confidence and become highly valued at your workplace.

- Maintain control of my voice tone.
- Use appropriate voice volume.
- Consider word choice.
- Use complete sentences.
- Avoid slang and curse words.
- Monitor my feelings.
- Think before speaking.
- Stand up straight.
- Practice stellar personal hygiene.
- Update my hairstyle.
- Toss worn work clothes and buy 3-4 new pieces.
- Refurbish or replace shoes.
- Arrive early to work.
- Avoid leaving early.
- Volunteer for projects.
- Be honest about skill defecits.
- Develop my own work goals.
- Smile and show a sense of humour.
- Use honesty when managing others.
- Be tactful to avoid offending others.
- Make eye contact while conversing.
- Focus on work while at work.
- Avoid gossip and focus on my work instead.
- Know my strong points.
- List daily achievements.
- Remain positive.
- Practice speeches.
- Get out of my comfort zone.
- Find a mentor.
- Give up need for power and control.
- Avoid competing with co-workers.
- Reflect on past successes.
- Find my work passions and pursue them.

Discover the positive feelings and success you can experience at the office. Focus on applying these tips to become the most confident worker you know. You can do it!

