

# Confidence Checklist

## Evaluating How Internal Perception Influences Daily Performance

Confidence is not only a feeling. It is reflected in everyday behaviors, decisions, and interactions.

This checklist is designed to help you notice patterns in how you show up. Review each statement and mark whether the behavior reflects your current experience.

📄 Use the following scale:  **Consistently**  Sometimes  Rarely

Be honest with your responses. Awareness creates the opportunity for growth.

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SECTION 1

# Self-Perception

Review each statement and mark whether the behavior reflects your current experience.

I believe my perspective has value in professional or leadership settings.

I see myself as capable of influencing decisions or outcomes.

I recognize my strengths when evaluating my performance.

I allow myself to acknowledge accomplishments without minimizing them.

I view challenges as opportunities for growth rather than proof of limitation.

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# Communication and Voice

## Why Your Voice Matters

Speaking up, asking questions, and expressing your perspective are all visible expressions of inner confidence. Each interaction is an opportunity to show up fully.

- I contribute ideas during meetings, discussions, or collaborative environments.
- I speak clearly about my work and contributions.
- I feel comfortable asking questions when clarity is needed.
- I express disagreement respectfully when I have a different perspective.
- I communicate with confidence even when the environment feels unfamiliar.

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## SECTION 3

# Visibility Habits

### Be Seen

I allow my work to be seen rather than keeping accomplishments private.

### Step Up

I pursue opportunities that require greater responsibility or leadership.

### Share Ideas

I share ideas publicly when I believe they could add value.

### Embrace Challenge

I participate in environments that challenge me to grow.

### Step Forward

I allow myself to step forward rather than waiting to be invited.

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# Presentation and Presence

How you carry yourself communicates confidence before you say a word. Review each statement below.



## Body Language

I maintain posture, tone, and body language that reflect confidence.



## Preparation

I prepare for presentations, meetings, or conversations where my voice matters.



## Leadership Image

I present myself in a way that reflects the level of leadership I want to embody.



## Composure

I remain composed when speaking in front of others.



## Clarity

I project clarity when communicating ideas or direction.

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# Growth and Reflection

01

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## Reflect

- I reflect on my experiences to understand how I can grow.

02

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## Seek Feedback

- I seek feedback from others when appropriate.

03

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## Recognize Hesitation

- I recognize moments where hesitation influenced my decisions.

04

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## Strengthen Gaps

- I actively work to strengthen areas where I feel less confident.

05

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## Notice Progress

- I notice positive changes in how I show up over time.

### A Note on Growth

Growth is not linear. Each moment of awareness — whether you mark  Consistently or  Rarely — is valuable data. The goal is not perfection. The goal is honest, ongoing reflection.

# Reflection

After completing the checklist, consider the following questions.

**1**

## **Strongest Patterns**

Which section reflects your strongest confidence patterns?

**2**

## **Areas to Strengthen**

Which behaviors would you like to strengthen?

**3**

## **One Action This Week**

What is one action you could take this week to increase your confidence in visible spaces?

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# Personal Commitment Statement

Complete the sentence below.

I am choosing to show up with confidence by

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- 📌 Write your commitment somewhere visible — in a journal, on your desk, or as a reminder on your phone. Returning to it regularly reinforces the intention behind it.

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Awareness creates the opportunity for growth. This checklist is a living tool — return to it as often as you need.

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