



## HOW TO BUILD CONFIDENCE WORKSHEET

STATEMENT	STRONGLY AGREE	AGREE	NEUTRAL	DISAGREE	STRONGLY DISAGREE
I have a clear sense of what's important to me					
I know what I want in life.					
I admit my mistakes and know that setbacks can be learned from.					
I can stand back and think clearly when things get emotional.					
Most of my work involves things I enjoy doing					
I make other people feel good about themselves					
People know me as being an optimistic					
I respect myself and others					
I am realistic about my strengths and weaknesses					
I know what others consider to be my strengths					
I freely ask for help					
I am able to see the wider perspective and the smaller details of a situation.					
I enjoy taking on new challenges					
I seek out opportunities to learn and grow					
I take care of my mind and body					
I handle stress with ease and don't take things too personally.					
I am clear about my purpose in life					
I have positive yet realistic expectations					
Even though I dive in to new opportunities I have a balanced perspective about risk taking					

## YOUR SCORE

Score yourself 5 points for strongly agree, 4 for agree, 3 for neutral, 2 for disagree and 1 for strong disagree. Add up your points and check below to see how you rated.

80-100 – The Top! You are a confident person and are clear with your purpose in life. You know what you want and confidently strive for it.

60-80 – Great! You are fairly confident but there are a few areas that bring you down. You can tweak a few things to increase your confidence levels.

40-60 – You're on track! At times you may experience confusion about your life and where you want to go, what you want to do and who you want to be. Take some time to work on the areas that need attention and you'll be surprised with the results.

20-40 – You've been knocked around and your confidence may be low right now. You don't have to remain stuck in this situation though. It's time to take action and use personal development techniques to increase your confidence.

## SELF EVALUATION

Now it's your turn. Take another look at your scoring and try to determine which areas of your life need your attention. Have a look at where you ranked strongly disagreed and see if there are similar questions that brought your score down.

Some people are naturally more confident in some areas of their life, while in others areas they are lacking confidence. It's easy to improve your confidence levels by first determining where you are low and then put into place strategies that will increase those areas.

## EASY GROUNDING WORKSHEET

### STEP 1

Answer questions bellow and do my meditation exercise after:

How present am I right now?

1      2      3      4      5      6      7

Have I meditated today?

Yes                  No

*If not: When will I do it?*

Have I exercised/stretching my body today?

Yes                  No

*If not: When will I do it?*

Examples: Centering Meditation, Journaling..

### STEP 2

List a project that you would like to accomplish/make happen/complete.  
(project = Anything we do that can be broken down into action steps is a project.)

What is the Desired Outcome that you want from this? Then write down how will you feel after.

*My desired result:*

*How will that make me feel:*

### STEP 3

Write down 3 action steps that will bring you closer to completing your project/goal. Then set a deadline for them.

Action Step 1

Deadline:

Action Step 2

Deadline:

Action Step 3

Deadline:

### STEP 4

Is there anything in my life right now that I am resisting and would rather avoid, but I can't?

How much emotional energy is this thing sucking from me?    1    2    3    4    5    6    7

Write down 1 action step and 1 perception shift\* that will help you deal with this problem.  
(Perception Shift) = How can I look at this differently?

Perception Shift:

Action Step:

# TIME MANAGEMENT SHEET

## Organizing Your Time & Plan Your Day

It's not possible to manage time because time doesn't actually exist. It is possible to organize your daily activities and make better use of the time that's available during the day.

- If you are at work – plan your next day before you leave the workplace.
- If you are at home – plan your next day before going to sleep at night.

Take some time at the end of your day to finish up loose ends and focus on the priorities for the next day. Plan what needs to get done without overloading your schedule. If you have really important tasks that HAVE to be done - delegate time just for them.

**It's not enough to be busy. The question is: "What are you busy about?"**

Consider these questions when organising your tomorrow:

- What tasks need to be done to move forward in your project/goal?
- What is the best order for them to be done in?
- What tasks need to be done first?
- Which ones would you choose to be done tomorrow? The next day? Next week? Next month? And so on.
- When considering the tasks that need to be done tomorrow: Have you got enough time in the day to accomplish these tasks?
- Are there any tasks that you can delegate to another person?
- Do you need more information about a task before it can be completed?
- Are you more alert and at optimal potential in the morning or the afternoon? (Delegate tasks accordingly).
- What jobs or tasks are you forgetting?

To help you organize your time write down the tasks, jobs or chores that need to get done, and the approximate time it will take to complete them.

TASK, JOB, CHORE, ACTIVITY ETC.	APPROX. TIME NEEDED
Total time needed to complete the day's activities:	

HOW DO YOU FEEL ABOUT YOUR PLAN?

WHAT COULD YOU CHANGE TO IMPROVE IT?

## GOALS & DREAMS SHEET

What are your goals and dreams?

What are you most passionate about?

Where can you see yourself in ten years?



**What type of job, career or business would give you the most happiness?**

**What hobbies, sports or other activities give you excitement and joy?**

**What would be your ideal income?**

What knowledge, resources or experience do you need to achieve your dreams and goals?

What activities can you add to your life to make it better than it is now?

What is the overall theme of your life?

Who would you like to be in ten years? Describe your personality, knowledge, values, behaviours, and so on.

Who are the ideal people you would like to surround yourself with? Describe their personality, knowledge, values, behaviours, and so on.

Good Luck!

Stay on your path!

Love and light,  
Manali Haridas