

**Clive Littin's**

**LIFE  
SKILLS**

**Digital Series**

**ROCK  
SOLID  
CONFIDENCE**  
In Any Situation

*Clive Littin*

Welcome to:



**Sixteen  
Terrific  
Ways  
To Build  
Your  
Confidence!**



## Introduction:

How to get the most benefit from this programme:  
If you take on board just one or two of these ideas,  
there's no way your life will remain the same!  
Please don't be fooled by the simplicity  
of these suggestions because  
what you think is what you'll get!

“We become what we think about!”



# **1. HAVE A DEFINITE PURPOSE!**

- ❖ **Give your life a direction.**
- ❖ **Clear, written goals are best.\***
- ❖ **Review and update them regularly.**

\*If you would like a complimentary copy of my 'GOALDCARD' template for setting goals, drop me a line: [clive@getacoach.co.nz](mailto:clive@getacoach.co.nz)



## **2. VALUE YOURSELF and YOUR TALENTS**

- ❖ **Stick up for yourself by being honest and kind at the same time.**
- ❖ **Daily MANTRAS help you to stay in charge of your thoughts and feelings.**



### **3. LEARN GOOD COMMUNICATION SKILLS**

❖ **The two key dynamics of good communication are:**

❖ **Clear and honest self-disclosure**

❖ **And your patient listening skills!**



## **4. BE A GOOD TIME MANAGER**

- ❖ **Putting things off undermines your energy and your confidence. \***
- ❖ **Practice being organised and tidy.**
- ❖ **Everything has a place, everything in it's place.**

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If you would like a complimentary copy of my popular 'Procrastination Busters!' programme drop me a line: [clive@getacoach.co.nz](mailto:clive@getacoach.co.nz)



## **5. TAKE CARE OF YOURSELF**


- ❖ **Put some thought into looking good and dressing well.**
- ❖ **Eat a balanced diet and exercise regularly!**





## **6. ADD AVALUE TO YOUR LIFE**

- ❖ **Learning is a life-time thing. Read a book a month.**
- ❖ **Have fun being spontaneous and doing things differently.**
- ❖ **Take some night classes.**



## **7. DO SOMETHING DIFFERENTLY EVERY DAY**

❖ **Anything at all. Just break a routine and do it a little differently. Sometimes this may mean taking a risk!**

## **8. RENEW YOUR DREAM FOR YOUR LIFE**

❖ **Find a picture that captures or symbolises your dream and stick it somewhere prominent so that you'll see it every day.**



## **9. WRITE DOWN YOUR GOALS AGAIN CLEARLY**

✦ On a card will do and carry the card with you. Get it out and read several times a day for 90 days. Don't miss a day.

## **10. SAY 'THANK YOU' ALL THE TIME**

✦ To everyone for any little thing!  
Express your appreciation for everything.



## **11. DO ONE SMALL NURTURING THING FOR YOURSELF EVERY DAY.**

❖ **It might be that you start reading a book. Maybe going to bed half an hour earlier. Perhaps enjoying a massage.**

## **12. UN-CLUTTER YOUR LIVING SPACE.**

❖ **Tidy it all up and keep it that way. Give away anything you haven't touched or looked at in a year. Then go out and buy yourself a smart new piece of clothing!**



**13. DEAL TO ONE UNRESOLVED ISSUE  
IN YOUR LIFE.**

✦ Give it a deadline and do it. Negotiate an outcome that is pretty close to your ideal result.

**14. MAKE A ROCK SOLID DECISION TO  
WALK AWAY FROM TOXIC CONFLICT.**

✦ Let go your competitive tendencies and see every moment as a wonderful opportunity to be creative or find a creative solutions.



**15. MAKE SURE YOU HAVE THE SUPPORT OF JUST ONE CLOSE FRIEND.**

❖ **Someone you trust, feel comfortable with and can have fun with.  
Share your dreams and goals with your buddy.**

**16. SET OUT TO READ JUST ONE GOOD BOOK EACH MONTH.**

❖ **Something that encourages you, educates you, inspires you, enthuses you!  
(Enthusiasm is a sign that you are on the right track.)**



❖ **These practical and time-tested tips will only be of value to you when you practise them and let them become new habits.**

❖ **If you allow thirty days to embed a new habit, you could cover your favourite twelve tips from this tutorial within a year!**

❖ **It's fun to do these things with a buddy. Then you keep each other from slacking off!**



Our self image is so important - where does it come from?

**Here are the four key sources of self-image:**

**1. Our history:** My need to be loved unconditionally as a child. My childhood perceptions. (These are often never updated, even in adulthood.)

**2. My self-belief:** Everything I do to manage my history and take charge of my life.

**3. My Support Network:** My ability to attract and maintain healthy, affirming relationships.

**4. My Achievements:** The things I do to build my ego and a sense of being worthwhile.



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✦ **Please don't be fooled by the simplicity of these suggestions because what you think is what you'll get!**

*“If you think you can or you think you can't - you're right.”*

*- Henry Ford Snr.*

Thank you for taking part in this programme.

If you have any questions, drop me a line!

[clive@getacoach.co.nz](mailto:clive@getacoach.co.nz)

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(see if you can find all the freebies!)

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