

Confident Woman Checklist

Want to gain more confidence? To get the recognition you deserve? To put yourself out there and get noticed? Challenge yourself to complete these 5 To Dos every day, and you'll see some pretty amazing results.

Remember: you've got this.

You are not an imposter! You're in this job for a reason, they hired you because they know you can do the job - now *show* them what you can do. Don't shrink away and under-perform because you're scared they'll see through you; but at the same time, don't over-compensate by stepping on others to get ahead. Do the job you were hired to do, to the best of your abilities, every day.

Own your win.

Find an example of success every day – a win. Acknowledge your own contribution to that win, and then own it – give yourself recognition for achieving this success, and use that recognition to pave the way to the next win. Raise a glass to your good work!

Follow the best examples.

Make it a point to notice an example of good leadership from someone around you every day, and then incorporate that example into your own behaviors and practices. Take note of the men AND women around you, and make sure the example you're modeling after is one of good leadership, no matter where it comes from.

Manage your emotions.

Confident women leaders manage their emotions (note: this doesn't mean they don't have them; only that they don't let them take control). When someone tries to get under your skin, don't let them. When you feel yourself making an emotional response in a professional situation, take a deep breath and reign it in. When someone says something that hurts you, make every effort to LET IT GO. Your emotions should never get the best of you in a professional or leadership setting.

Say the thing that scares you.

You've probably caught yourself wanting to speak up in a meeting, but then you stop and over-analyze your ideas so much that the meeting has moved on by the time you work yourself up to speak, right? Stop doing that! Every day, when you catch yourself censoring your own ideas, push through and speak up. Don't let fear hold you back from contributing to the team.

Can you check everything off this list for today? Then it has been a good day! See what happens if you try again tomorrow.

