

Confidence Journal Template

This template is designed as a self-help practice, to help stimulate conversations with yourself and remove the dust of confusion, guilt, and fear. You can use it however often suits you, and although the prompts have been designed to identify professional areas, they can easily be adapted to fit into different circumstances. Following each prompt, there is a confidence score which you can use regularly to check and identify how and when your confidence changes.

Prompt 1: Dealing with a new situation or problem

This prompt may be helpful for you to reflect on when a new situation comes up, and you're feeling unsure or unprepared. Fill out the gaps in whatever way suits you best, and then answer the questions below to reflect.

Example:

My name is (name) and I am the (job role/description) of (organisation/company/place of work). I need to do this: (task).

Am I well-informed? Do I need to seek permission or support from anyone? When can I do this by?

Reflect:

1. If you are not informed, why?
2. What is the difficulty level in seeking permissions?
3. What dominant emotions are you feeling?

Today, my confidence score is: (Give yourself a score out of 10)

Prompt 2: Working with other people

Inevitably, the people around us have an impact on how we feel and interact with the world around us. With that in mind, the following prompt will help you understand whose opinion and influence matters to you.

Example:

My colleague/leader is XXXX (define them - add adjectives). How do they make me feel? Is that true for me? How do I really feel about myself? Can I talk to them about it?

Answer and reflect.

Today, my confidence score is: (Give yourself a score out of 10)

Prompt 3: Your dreams and aspirations

The following prompt will help you identify the important areas of your life that you want to focus on, and how both personal and professional goals can be balanced. If you struggle to think of your dreams or aspirations, you can follow the prompt through to the next set of questions that supports you in understanding why.

My personal dreams: _____

My professional dreams: _____

If you have been able to identify your dreams, ask yourself:

1. How can I achieve them?
2. How can I achieve my personal dreams as well as my professional dreams?
3. Where do I have a support system? How confident do I feel about myself?

Prompt 3: Continued

If you have not been able to identify what your dreams are, ask yourself:

1. Why can't I dream?
2. When was the last time I remember dreaming? What about that time stands out to me?
3. What fears are holding me back from dreaming?
4. Who is responsible for it?
5. What can I do about it?

Today, my confidence score is: (Give yourself a score out of 10)

Prompt 4: Confidence in your workplace

Your workplace can have a big impact on your confidence, and it's important to make sure that this impact is positive instead of negative. Write down the phrase below, or better yet, say it out loud to yourself, and then follow through to the writing prompts:

"A healthy workplace environment is my need. Dignity at work is my right. To feel empowered and dignified for my contribution is essential for my growth. I am able to dream in my work and professional life."

Ask yourself:

1. How true is that sentiment for me? How do I feel saying it?
2. How valued am I?
3. How can I give feedback? How do I feel about giving feedback?
4. What growth opportunities are there? How accessible are they to me? How competent am I?
5. What are three dominant emotions I am feeling today,

Today, my confidence score is: (Give yourself a score out of 10)



Prompt 5: Reflect

The following prompt is a great regular check in with yourself, to see how you're feeling about your situation, progress, or regular day to day, and to see if there are areas that you may need more support with in the moment, or going forward.

1. What areas have I worked on this day/week/month/year?
2. How do I feel, both in these areas and in general?
3. What kind of support would help me at the moment? What is stopping me from reaching out for that support? How can I access it?

Today, my confidence score is: (Give yourself a score out of 10)

