



12 Tools to Unlock Confidence for the Workplace – Companion Worksheet

Reflection Prompts

1. **Strengths Snapshot:** What are your top three strengths? What example proves each one?
2. **Work Style Blueprint:** How do you communicate, collaborate and focus best?
3. **Values Compass:** Which values matter most in your work? Where are you aligned or misaligned?
4. **Imposter Decoder:** What triggers your self-doubt? What's the more accurate story?
5. **One Contribution Rule:** What's one thing you can contribute in your next meeting?
6. **Feedback Loop:** What's one thing you did well this week? What's one thing to improve?
7. **Visibility Habit:** What's one update you can share this week?
8. **Prep, Don't Perfect:** What's your key message for your next meeting or presentation?
9. **Presence Playbook:** Which presence cue will you practice this week?
10. **Boundary Builder:** Which boundaries will help you stay centered?
11. **Booster Practice:** What boosts your confidence quickly?
12. **Standout Signals:** What sets you apart? How will you show it?