

CareerAdvisor

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Action planning worksheet

Communicating with confidence

“Inaction breeds doubt and fear. Action breeds confidence and courage. If you want to conquer fear, do not sit home and think about it. Go out and get busy.”

—Dale Carnegie

Actions I will take to improve my confidence:

Point of view



Reflect on my point of view in advance of a meeting or conversation.
Write down a few key questions I can ask to generate dialogue.
Share my unique perspective.

Presence



Practice using pitch and inflection when I speak.
Match my pace to the topic and to the audience.
Project my voice so that I'm heard.
Avoid disclaimers that undermine my credibility.
Leverage nonverbal communications, such as good eye contact, a warm smile, and appropriate gestures and facial expressions to create a connection with my audience.
Use power poses and expansive stances before a conversation to build my confidence from the outside in.

Practice



Experiment with different techniques for different situations.
Identify a trusted colleague or friend who will observe me before an important conversation or meeting.
Document feedback I've been given so I can continue to improve.