

## Mindset Worksheet

(Section 2, Lectures 4-7)

A mindset is a person's established set of attitudes. Mindsets are running the show all of the time whether you are aware of yours or not. Consider the mindset that you have approaching a job interview knowing that you already have another job. This mindset might sound something like this: "I have an offer on the table already, so now I can just relax." In this case you have an offer in your "back pocket." Having this "back pocket" mindset helps you to feel comfortable, be present, discover what this company can offer you, and puts the interview into perspective.

This would be an effective mindset to carry with you all of the time, don't you think?

## Unpacking your Negative Mindsets

Think of the last time you wanted to speak up but didn't. What did you tell yourself that stopped you from speaking up? Write this below:

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Think about the last time you had to give a presentation. What were you telling yourself before you stood up to speak? Write this below:

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What were you telling yourself while you were speaking? Write these sentences below:

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Take a look at your sentences written above. These are your current mindsets.

### Questions

1. Are these mindsets empowering? Y / N
2. Do they make you feel good? Y / N
3. Do they encourage you to perform well and bring your "A" game? Y / N
4. Are you giving yourself your own vote of confidence? Y / N
5. Are they confirming negative beliefs that you hold about yourself? Y / N

By repeating something negative about yourself in your mind, you are solidifying that that negative thing is true and ensuring that that negative thing will happen. What you focus on becomes your reality. If you focus on losing your train of thought, guess what...you will lose your train of thought.

### Common Negative Mindsets

Say each mindset below out loud. As you speak each mindset out loud, some will sound and feel all too familiar. You might experience a sinking feeling of, "Oh yes, I say that all the time to myself" or "I didn't know anyone else thought that way too!" Circle these mindsets.

*Nobody cares what I have to say.*

*I'm the last person that should speak up.*

*I'm not smart enough.*

*Nobody ever listens to my ideas.*

*What if I lose my train of thought?*

*Don't blow, this everyone is counting on you.*

*Everyone in this room is smarter than me.*

*I'm an imposter. / I'm faking it.*

*I am the youngest person in the room and therefore it's the least appropriate for me to speak up.*

*I have the least experience so I shouldn't be speaking up.*

*Nobody in the room likes me.*

*Nobody in the room wants to hear what I have to say.*

*I'm taking up everyone's time, I have to speak quickly.*

*I need to stop speaking, I'm rambling and don't know when to stop.*

*I don't use good enough words.*

*I'm not as articulate as everyone here.*

*Why can't I ever do this right?*

*Why is this so hard for me?*

*What's wrong with me?*

*No one ever understands what I'm saying.*

*This isn't going well.*

*I wish I were somewhere else.*

# Rebecca Martin

## CALM CONFIDENT COMMUNICATION

*I should just be quiet and listen.*

*I'm not good at public speaking.*

*I'm an introvert.*

*I'm not confident enough to speak up.*

*I haven't totally thought through my idea yet.*

*I always mess this up.*

*Everyone can see that I'm nervous.*

*They're waiting for me to mess up.*

*No one takes me seriously.*

*Nobody listens to me anyway.*

*I'm going to get criticized.*

*I don't deserve to be here.*

*I have to say this perfectly.*

*I can't mess this up, again.*

## Exercise

Take a look at the sentences that you circled. Take a breath. Now pick your top three sentences, the ones that feel the most familiar to you around speaking up. Write your top three negative mindsets below:

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Is there any objective validity to the first? Y / N

Is there any objective validity to the second? Y / N

Is there any objective validity to the third? Y / N

What can I do to change the reality of each situation?

Ex: *"I can take a communication class in order to overcome the fact that I am the youngest person here."*

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## Common Positive Mindsets

Read the list of common, positive mindsets below out loud. Circle the ones that resonate. You will feel something like a lightening and lifting in your chest, a sensation of sitting up taller, of seeing clearer. A smile might creep across your face or you might get goosebumps. These are all signs that your body is giving you to tell you which mindset it needs in order to move forward.

*I know my content well.*

*I'm here to enjoy myself.*

*I am an expert on this subject.*

*All I need to do is teach you one thing you didn't know before.*

*I trust that I'll say what I need to in order to achieve our goals.*

*All I need to be is one step ahead of you.*

*I'm here to facilitate a conversation.*

*Everyone here wants me to do well.*

*I know what I'm saying and I'm happy to be here.*

*Everyone here wants to enjoy themselves.*

*I have high expectations of myself and others.*

*All I need to do is do my job and communicate my information.*

*I am excited to share what I have found out.*

*I am valued for what I uniquely bring.*

*Everyone wants to hear what I have to say.*

*I am an expert in my subject.*

*What I have to say will make your life a little better.*

*I am a rockstar.*

*I have a great smile and presence.*

*These people want what I have.*

*I am enough.*

*I already have an offer on the table.*

*I'm curious about who you are.*

*This isn't a big deal in the scheme of things.*

*What do I think about you?*

*I know what I know.*

*I'm here to connect with you.*

*I don't have to be perfect, I just have to do this to the best of my abilities now.*

*I'm here to give you a gift.*

*I am in process*

Write down your top three positive mindsets that resonate:

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## Exercise

Video yourself introducing yourself. Pretend that you are at a networking event and that you are meeting a new contact who could be strategically beneficial for you in your work.

You are going to introduce yourself twice:

- 1) The first time, simply introduce yourself as you would normally.
- 2) The second time, say your positive mindset in your mind three times and then introduce yourself.
- 3) Watch your video.

Did you notice any changes in how you felt and what you looked like while introducing yourself? Write down what you noticed:

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## Homework

You might have circled three to five mindsets. This week, choose one mindset to practice. Next week, choose another (and so on). Here are your instructions to practice your mindset. Every morning repeat your mindset three times out loud in the mirror. Then repeat your mindset three times in your mind. Try repeating your mindset as you are having low stakes conversations such as ordering a coffee or introducing yourself to a new friend. Then try repeating your mindset in high-stakes situations such as speaking at a meeting or presenting. Experiment, see what changes for you.