

Unlock Your Confidence Overnight

21 Techniques to unleash your confidence

YOGESH VERMANI



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Readers speak:

It is an awesome book. After reading this book, you actually realize that you are the only person on the earth who can use your ability.

Sonia Pahuja, Ranbaxy

I must admit that this is the book if read seriously can change your personality and attitude. Yogesh has put his soul while writing this book.

Utkalika Das

The book is a good collection of techniques to build confidence. The best part of it that you have written this book based on your experiences, so there is a full reliability. If anyone seriously follows the book, he will definitely build confidence over a period.

Aakriti Priya

I find this book excellent, and it helps me to ponder my personality traits and how I should work to improve the same. I thank you for sharing your valuable experience with us.

Deepak Rawat, Rites Ltd.

To everyone who wants to become confident.

My Special thanks to Pallavi Khurana and Yogesh Saini for their proofreading efforts.

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Preface:

I used to be very shy and coward; I was never comfortable interacting with people and facing new situations. I had been researching hard to find one magic technique to build my confidence. I studied many books one after another to find the same. Eventually, I got one hint that your promise keeping makes you confident; I experienced that technique and realized it worked; later I found other methods too. I experienced and observed those methods, and this book is a collection of those techniques only.

In the journey of finding confidence techniques, I realized one more thing that there are real techniques to develop any skill you want to learn, be it communication, time management, leadership, cooking, painting, music or anything in this world.

It's a practical book, merely knowing these techniques will not change anything in life; only application of these techniques will make you feel confident.

The best approach to use this book is to read first technique, apply and experiment that technique and observe how your confidence level is soaring and keep reading and using following techniques.

If you have any suggestion, query or feedback about this book, you can reach me at urcareer.gurgaon@gmail.com

Happy reading,

Yogesh Vermani

Promise Keeping



“People do not have confidence in you; they have faith in your confidence”.

Whatever you want to achieve in your life, whether money, Success, goal, and dream, it takes confidence to get anything in life.

Let us start with why you have confidence or faith in others. You have experienced that they do whatever they say. Let me take you through a few examples to understand this thoroughly:

You buy a washing machine from a dealer, and the representative of the organization tells you that if you come across any problem in the device, the company will fix the same within twenty-four hours.

After three months, you come across an issue with the machine and company arranges to fix the problem within the same day even before the promised time. Your confidence in the dealer will increase since he kept his word.

If I take a contrary example in above case i.e. the company takes one month to repair the same, you will lose confidence in the company, since it did not keep its word.

You buy promotional coupons of a restaurant, and a salesperson promises you to provide the premium quality food. You visit that restaurant thrice; you experience finest food and services even beyond your expectations. Your confidence in the salesperson and the restaurant will increase since they kept their word.

On the contrary, if you had experienced bad quality there, you would have lost your confidence in the salesperson and the restaurant too.

So you trust others, or you have the utmost confidence in them if they keep their word or promise. You have more confidence about people who even go beyond expectations.

But if someone does not keep his promise you will not trust him, and you cannot have confidence in that person.

So you have confidence in others because they do what they say.

How you can develop your confidence:

Ask yourself if you keep your promise to yourself while going through following situations:

You tell yourself, you will get up early in the morning; do you get up?

You tell yourself, you will work out or exercise in the morning; do you work out?

When you tell yourself, you will call your friend today; do you make a call?

You tell yourself, you will listen to your favorite song today; do you listen?

You tell yourself, you will study for two hours today; do you study for two hours?

When you do not keep these little promises to yourself, will you have more confidence in yourself or least confidence? Can you make big promises with yourself?

And moreover, nobody ever insisted you to study four hours, get up early in the morning or meet your friend. You make false promises with yourself and kill your confidence. So make lesser promises, and if you make a commitment to you, keep it at any cost.

My point is when you start keeping your promises to yourself you will have more trust or confidence in you; every day it will increase.

Just ponder upon following questions:

If you do not have faith in yourself, how can you expect others to have confidence in you?

If you do not keep your promises to yourself, why should others expect you to keep your promise with them?

Will you think of taking big challenges in life, when you cannot even keep little promises?

Action steps:

So the prominent key to confidence is promise keeping. Now it is up to you; you can start building your confidence right from this moment or wait your whole life that someday an angel will come and pour confidence in you, and that will never happen.

Take one of the best decisions of your life today; first, start keeping all promises with yourself and then with others and start building your confidence today itself.

Please bear in mind that just because you know that promise keeping makes you confident, don't promise 20 things today; start slowly; you can only keep two little promises today and develop this habit gradually. Remember, if you never keep your promise to yourself, you will lose confidence eventually.

“You are 100% responsible for your confidence; no angel will come and pour confidence in you.”

Action Approach



“Being confident does not mean the absence of fear; it means moving despite your fear.”

Your thinking will take you nowhere unless action follows it. Let me explain the importance of action in our life:

1. If you feel hungry, you have food instead of just thinking about food.
2. If you want to go for morning walk, you have to leave the bed and go for a walk, thinking alone will not do.
3. If you want to meet your friend, you have to call him and fix appointment instead of just thinking about it.
4. If you want to get through exams, you have to work hard not think carefully.
5. If you want a good physique, you have to workout day in day out to create the same; you cannot sit thinking about the same.
6. If you want to have a good job, you prepare for an interview and appear before an interviewer instead of thinking about it.
7. If you are looking for a promotion or salary raise, your company will not believe what you think; they would consider what you contributed

to the enterprise.

8. If you are supposed to go for picnic or vacation, you will buy tickets and make other arrangements; just thinking will not do anything.

9. If you want to improve your communication, thinking alone will not do anything; you have to work hard to develop your communication.

Action oriented people are the most confident and vice versa if you take more steps you will feel confident.

Thinking and understanding will not give confidence, rather your action or experiment will make you confident.

Whenever you come across a confident person, understand that he became confident through his actions, not by thinking.

Be action oriented whatever it takes; always keep in mind that you are the only person who can work for your confidence.

You are 100% responsible for building your confidence; stop blaming or criticizing your atmosphere.

You must have seen experienced employees in a company are more confident than beginners since vintage employees have taken more actions than beginners.

Same goes with experienced teachers and entrepreneurs; by their experience they become confident.

Let me tell you three experiments of my life:

When I started my career, I was not confident enough to face unexpected situations or people because I was not habitual of facing people. Apart from that, I did not get any training to encounter individuals or situations.

During these years I met many people, attended training programs, faced interviews and gave lots of presentations. My experience and actions helped me to develop confidence.

But today I feel confident about most of the new situations by my knowledge and action-oriented approach, and I can say that after five years, I will be more confident than I am today.

I was supposed to run in a twenty-one-kilometer marathon; I was never sure that I could run for twenty-one kilometer at one stretch. When I decided to participate in the marathon I used to run five minutes a day; thirty days before the marathon, I started running daily for fifteen-thirty minutes, and eventually, I completed twenty kilometer marathon successfully without any significant difficulty.

Had I not participated in the marathon, I would never have become confident about running twenty-one-kilometer.

I started my career as a chartered accountant. Four years down the line I wanted to switch over to career development field. When I started, I was skeptical about myself whether I would make a mark in this field or not. When I experienced it, I started getting good feedbacks from my clients; I became sure of my ability to pursue a career in soft skills development. Had I not taken a risk and experimented the same, I would not have been confident about it.

Action steps:

1. Decide one aspect of your personality which matters the most for your career and start developing it.
2. Become action oriented in every sphere of your life to become confident.
3. Always bear in mind that you can be confident by becoming experimental or action oriented.

“Dare to follow yourself; everybody tells you to follow others.”

Life is Beyond Your Mind



“Our life is creation of our mind.” - Buddha

Use your mind to become confident; do not let your mind use you. Your mind may tell that you cannot do a particular thing and you start losing your confidence, it means you are blindly accepting your mind without experiencing the truth. You need not take your mind like this, rather experiment things to know the reality.

Before I met my swimming coach I had a perception in mind if I entered swimming pool, water would enter my ears and create trouble for me. The first day, my coach told me that just start swimming without bothering about your ears and I did so, and nothing happened. Once I encountered swimming pool, I found my mind and my fear were wrong.

I learned that I cannot trust my mind blindly unless I experience the reality.

Life is not limited to your mind or perception. You may think that something will go right; it goes wrong and vice versa. Let us ponder on few situations to understand this clearly:

1. I was scared of facing interviews in an MNC during the initial phase of my career; hence I never appeared for any interview with a multinational company. The primary reason, I had a perception in mind that I am not smart enough to work in an MNC. I had been facing interview in domestic companies for two years.

One fine day, I got a call from a consultant that my resume had got shortlisted by one MNC and I had to appear for the interview. To my surprise, I got selected during the first round of the interview only; I was surprised to know later that the company was among top 10 Fortune 500 companies.

My mind was taking me in contrary direction only. Had I not appeared for the interview, I would not have known the reality.

2. I never had the confidence to face a big gathering. Once I got an opportunity to address sixty people, I was not confident to address that audience; I took that challenge despite my fear.

At the end of the seminar, to my amazement six of them came to me and appreciated my confidence level and just one person told me that you were not confident enough.

Apart from that, I became more confident through this experiment, and I started addressing big gatherings successfully post this incidence.

3. I was frightened to call unfamiliar people considering they might insult me or shout at me. I took inspiration from colleagues around me and started calling unknown people gradually.

Later on, I realized that nothing prevented me from speaking with unfamiliar people but my mind.

Had I understood this mind game before, I would have started interacting with them earlier.

I think it is evident that how mind stops us from doing things or taking action. But it is our discretion to listen to mind or ignore it.

Just consider yourself in following situations and analyze your approach:

1. You are supposed to appear for an interview, and your mind tells you this company is too big and you will not get selected here. What would be your approach; you will listen to your mind or disregard your mind and go for the interview?

If you want to know reality, you have to appear for interview ignoring what your mind says.

2. You quarrel with one of your colleagues or friends, and you realize that you should apologize since there was a mistake on your part; your mind tells you he is arrogant and would never forgive you. Would you listen to your mind in this situation or face reality?

If you want to patch up with your friend, you should not listen to your mind.

3. You see a footwear showroom from outside and feel like buying shoes there. Your mind tells you that shoes over there are beyond your budget and reach, and you need not go there.

Would you listen to your mind without entering the showroom and checking price range? If you listen to your mind here, you will never know whether a discount sale is going on in the showroom.

4. You are supposed to meet someone to get a piece of advice or any other purpose, and your mind tells you that this person will not give an appointment since the person is holding a high position while I am an ordinary person.

Would you listen to your mind and will not seek his appointment or you would approach someone in his office and at least try to get an appointment.

If you want to know the real situation, you should seek an engagement and meet the person.

5. Suppose you lack in communication or any other skill. Your mind tells that it is impossible for you to improve communication since you do not have a good educational background; people have good communication because of their sound education only.

Would you listen to your mind and never try or you would go to market, find someone who can help you to improve communication and experience the reality.

If you want to know your potential of learning communication or any other skill, you have to make sincere efforts in the right direction; just keep in mind even your hard work does not sometimes benefits if the direction is wrong.

In above situation if you listen to your mind you are creating 100% “no” for you; if you disregard your mind, you can create 100% chance of “yes” only.

Action steps:

1. Use your mind; do not let your mind use you.
2. Experience and experiment things instead of listening to your mind blindly.
3. Situations and people do not work according to your mind; so do not take judgment based on thought alone.

“If you correct your mind, the rest of the life will fall into place.” – Lao Tzu

Power of Words and Self Talk



“Self-talk is the most powerful form of communication because it either empowers you or defeats you”

Just think about the under mentioned situations how kind words alone affect your self-esteem and confidence:

1. How do you feel when your boss appreciates your work; does it make you feel confident?
2. How do you feel when your client praises you saying, “This person did wonder to my business” Do these words make you feel confident or not?
3. How do you feel when you achieve something and people around

you start bragging you; does that situation make you feel confident?

4. How do you feel when you get through a tough exam, and everybody just talks about your effort and hard work; does it give you confidence?

5. How do you feel when you get a good job, and everybody congratulates your parents; does it make you feel confident?

6. How do you feel when you meet a target and company's CEO comes personally to thank you; will that situation make you feel confident?

In above situation you can see, when somebody speaks some words about you, you feel confident.

One way it is good because others' words charge you up, but if you think about the flip side, you are dependent on others. If they do not speak sweet words or praise you, you may not feel confident and if you do not feel confident you may start blaming others for the low confidence level.

And moreover you are not with others twenty-four hours, you are with yourself twenty-four hours; so it is utterly important what kind of conversation you have with yourself or how you treat yourself.

Now consider the flip side what happens in following situations:

1. When somebody abuses you; you feel sorry about it.

2. When someone criticizes your work severely, you feel awful about it.

3. When your boss or friend opposes whatever you say, you feel sad about that.

4. When a colleague utters bad words about you; you feel dejected.

So it is evident from above situations that words can make you feel confident or lose confidence, so choose your words carefully.

You will have more confidence if you have self-talk like these:

1. I can do this work myself.

2. I can take this challenge.
3. I can learn this method, formula, technique or work.
4. I have the confidence to face this person, situation or problem

Analyze yourself in following circumstances:

1. When you have a negative thought, how do you converse with yourself?

You disregard your thought and act, or you sit considering your conception is right. If you ignore your thinking and proceed, you will have more confidence.

2. When you have a negative experience, what do you tell yourself?

You tell yourself life is like that and my fate is not kind, or you take the lesson, accept responsibility for the situation and move ahead. If you take a lesson from the negative experience, you will surely have better confidence.

3. When someone says something against you, how do you react?

You first analyze your mistake and feel sorry, or you immediately start yelling at that person despite committing the mistake. If you accept your mistake, you will feel confident. If you did not make any error, you could convey that there was no mistake on your part assertively.

4. When a situation goes out of your way, how do you take it?

You accept that everything cannot go according to your thinking and you take it lightly, or you start cursing environment, fate, and people around you. If you take things lightly, you will feel more confident.

5. When your health is not good, what do you do?

You accept your responsibility for your health and consider having a good diet, proper sleep, work out and other important things or do you simply blame doctor and other things around you?

If you accept your responsibility and change accordingly, you will surely feel confident.

6. When your earning is not good, what do you do?

One approach is you accept that your earning is entirely dependent on your contribution and smart work; and you start changing and developing yourself to have better prospects of making more money, or the second approach is you curse your company, bosses, and education.

You will surely feel confident in former option.

Action steps:

1. Sincerely consider the power of your words and positive self-talk.
2. Analyze what kind of conversation you have with you; is it positive or negative? Change your negative words into positive words.
3. Whenever you face a difficult situation or problem, just stop, think and fill your mind with positive words and your action will change accordingly.

“Evidence is conclusive that you self-talk has a direct bearing on your performance.” –Zig Ziglar

Mind Your Surroundings



“A man only learns in two ways, one by reading, and the other by association with smarter people.” – Will Rogers

You know every human being is contagious. I mean to say that our action and behavior affect others in positive and negative directions. Let us first understand the contagious effect through some examples:

1. When you join a Gym, within a day or two you also feel like exercising; this is the contagious effect only.
2. When you go to disco regularly and do not dance; one day, you suddenly find you want to dance, because dancing vibes affect you.
3. When you are sitting in a group of friends, and they are playing pranks on one another or telling jokes, you also start recalling a funny or a hilarious moment of life.

On the other side, if the same friends' group is grimacing, discussing something grave, or criticizing, you also start recalling sad moments of

life; these are only contagious effects.

4. If everybody in your office or at home has excellent communication, you also start improving your communication by being in their company.

5. I think you can recall a time when someone who was sitting or standing beside you singing a song and you also started singing the same song after some time.

I am sure now you understand contagious effect or how surroundings matter.

You must have heard doctors advising people to stay away from a patient because of infectious disease. Not only some diseases have a contagious effect, but everything is contagious in this world, so is confidence.

Surroundings also affect your mood and energy. Your mood and energy affect your level of trust always. Do you have similar experiences in following situations?

1. Do you feel connected with nature when you are in a park?
2. Do you feel soothing effect while sitting on a bank of the river?
3. Do you forget everything when you meet your best friend?
4. Do you feel good when your room is tidy?
5. Do you feel out of the world when you listen to your favorite music?

I started developing my confidence through this particular technique only. I experienced that if confident people surround you, you also feel confident; I also noticed several self-assured people and found they also have the alliance of similar people.

Action steps:

1. The first experiment and understand how surroundings affect you; start visiting new places to find out how vibes of people, place affect you.
2. Stay away from coward people and be with positive or confident people. If people around you are self-assured, you will also start

feeling confident, remember the contagious effect.

3. Once you understand this alchemy, you can start creating better situations to strengthen your confidence further.

“Surround yourself with only people who are going to lift you higher; life is already filled with those who want to bring you down” –Oprah Winfrey

Stop Comparing You with Others



“Don’t compare your situation to others; you don’t know what goes on behind the scenes.”

The comparison should be a source of inspiration, not inferiority. Let me explain the same through some examples:

1. You see someone having excellent communication skills, and you start comparing your communication with his communication level and feel inferior. You immediately start cursing, blaming your atmosphere, parents, and teachers.

Another approach could be you think that this person must have worked hard on his communication to attain this level. So why can I not do this?

By observing others, you can remind yourself of your potential. But be careful you may have a flair for singing instead of communication. So

you need not copy, recognize you also have the capability to excel in life by developing your talent.

But the choice is always yours whether you take the first option or later one.

2. You have a friend having a good physique and energy level. You compare yourself with him and start thinking you are fragile, have a big tummy and start feeling inferior.

The second approach could be that the friend becomes a source of inspiration; you realize that this person must have been working day in day out to have this physique and energy level.

Just think again you should thank this person or feel jealous of him.

3. You have a colleague doing exceptionally well in his job, gets promotions and appreciations time to time; you compare yourself with him and tell yourself he gets a better salary than I get, he is smarter than I am and he can grow faster in his career than I can and so on. This way you are barely sabotaging your confidence level.

In this case, the best approach is to analyze what is so special about this colleague and ponder:

1. Do you work hard as he does?
2. Do you also work on communication and other skills development as he does?
3. Do you complete your job on time or and ensure quality as he does?

If you analyze sincerely, you will find that you have some lack or carelessness in your work or attitude. Once you understand the lack, you will surely work towards that.

Other reason why you should not compare yourself with others:

1. Most of my friends love pizza. I do not like a pizza at all, even though I tasted the same many times. Just because my friends like pizza, it does not mean I will also start liking pizza.

They like pizza because they have a flair for pizza unlike me.

Do not feel bad if somebody is good at something because he may have fondness for that particular thing. Wherever you give your 100% energy and take the full interest, you can also develop a skills or talent.

Action steps:

1. Stop comparing yourself in a negative manner and understand if you have passion and flair for something, you can also be good in a particular field.
2. Take comparison as a source of inspiration and develop your confidence accordingly.
3. Remember you are not here to live someone else's life. But if you love someone's life you may follow person's footprints to create your way.

*"Personality begins where comparison leaves off. Be unique. Be memorable, be confident, and be proud." — **Shannon L. Alder***

Quality is Everything



“Quality is never an accident. It is always the result of intelligent efforts.” - John Ruskin

Why do you sometimes say that I have confidence in a person, a company, or an organization? The first reason is always an individual, or a group has been maintaining the quality standard, and you have experienced the same many times. Let us understand this through few examples:

1. You visit barber shop first time to get your hair trimmed; you just give a hint about the hair cut, he provides you with the finest haircut. Will you not become confident about this barber?
2. You visit a particular restaurant time and again and every time you get the superb quality of food and services. Will you not become more confident about this restaurant after each visit?
3. You join a job, you always complete your work on time and ensure quality; will your boss not become confident about you?

4. You are a building material supplier, and you get a new customer who had been getting inferior quality material despite making timely payment, you consistently supply suitable material, and today he believes you blindly; will he not become confident about you?

5. You approach a new tailor to stitch your clothes, and he gives you the best quality every time you take his services; will you not become confident about this tailor?

6. You appoint a new trainer in your company to impart training on time management and productivity. During very second-week people come up with better productivity and results and start leaving office just after office hours; while before this training they used to sit there for long hours despite office hours got over; will you not become confident about this trainer?

7. You had lesser production than demand; somebody approaches you and offers his consultancy to improve production through same machines; you find within a week, production starts increasing; will you not become more confident about this person?

You have confidence in a person, a company or any other organization, that is because of their qualities. To become confident, develop your qualities according to your flair and passion.

To understand it clearly, let us go through few examples. Will you not feel confident about you if you have following qualities or personality traits?

1. You have developed excellent communication skills.

2. You have developed time management skills.

3. You have become result oriented.

4. You have become proactive.

So if you know, certain personality traits can skyrocket your confidence level and ensure quality in whatever you do, why not develop those qualities?

To summarize this point let me share with you a personal experience. I used to complete my work without ensuring quality. Many times I got

a tongue lashing from bosses and seniors; even I could not justify my mistakes most of the times.

Then I made it a habit to double or triple checks my work before reporting to the boss or sending the same to the client. Everybody started appreciating my work, and my working style made me confident. Although I was sincere in my job, I was missing one important point, i.e., quality

So most of the times we all know what personality traits we need to become confident and fortunate, and the good part is that all personality traits can be learned quickly.

Action steps:

1. Become clear in mind how your quality or personality traits affect your confidence.
2. Develop habits to help you to increase the quality of life and work.
3. Your quality will make you feel confident, and people will also become confident about you.

“The quality of a person's life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.” - Vince Lombardi

Have a Mentor



“A mentor is someone who sees more talent and ability within you, then you see in yourself, and helps bring it out of you.” – Bod Proctor

Just ponder following points for 2 minutes:

1. Why do you need a mentor?
2. How can a mentor help you to learn new things?
3. How can a mentor assist you to excel in life?
4. How can a mentor facilitate your success?
5. Can a coach affect your life positively?
6. Can a trainer make you focus your whole energy in right direction?

You have been learning new things since your childhood. Just recall things you learned from people around you.

1. Your mother taught you how to dress up and have food.
2. Your parents taught you how to walk.
3. Your friends taught how to play a particular game or various games.

4. You learn for 20 years in a school.
5. Your career counselor advises you the best career option.
6. Your boss teaches you thousand of new things throughout your career.
7. Your clients teach you to ensure best quality products or services.

We keep on learning concepts, behavior and thousands of other things from people around us. Everywhere there is someone to teach us or to coach us.

And quality of our learning entirely depends upon quality of our coach or mentor.

e.g. I learnt driving from a person who used to drive car at a speed of 100 mph; so when I drove car for very first time, I drove 70 mph. Credit goes to my coach only; because by being in his company I felt confident enough to drive at a speed of 70mph on first day itself.

Had I learnt from a person who drove at 50 mph for whole life, I would have started really slow.

That is the only reason people run behind IIM, IIT, IBS, Harvard Business school, London business school and other top educational institutions ; they want to learn from the best. When your coach is confident you also become confident.

You must have seen all big stars, politicians, entrepreneurs and celebrities have their personal mentors who coach them different aspects of life e.g. communication, acting, health and diet, business development, productivity.

So if you want to become good at something, consider having a mentor or taking coaching and choose the best. You will automatically become good and confident by being in the company of a good coach.

Now a question may arise why to hire coach or go for coaching, why not do it yourself considering relevant information is readily available on internet. There are constraints like:

1. Every piece of information is readily available on internet, but information is scattered; you have to make thorough research to

gather relevant information and you may not have liberty of time to make research.

2. A coach is person who is having knowledge, research and experience in particular field. When he teaches you personally, his vibes affect you and you also become confident, while it does not happen if you simply gather information from internet.

3. If you learn things yourself it will take longer period. E.g. it took me 3-4 years to develop my communication without a mentor and today I can impart same knowledge and experience in 3-4 months and develop a person accordingly.

Moreover things can be transferred from mind to mind easily not book to mind.

4. Apart from written tips on a particular concept there are some nuances too which you learn and feel when you interact with a person face to face.

If you are sincere about learning something new which will skyrocket your confidence, go for a mentor without any second thought.

Action steps:

1. Decide in which area of life you need a mentor to help you because you do not have liberty of time.

2. If you do not like your mentor, search another one; do not get disappointed, this world is full of exceptional people.

3. If you cannot hire a mentor for the time being, watch experts on youtube.com or other sites. There are thousands of exceptional experts' videos online to help you to excel your confidence and career.

“A lot of people have gone further than they thought they could because someone else thought they could.”

Health



*“To keep the body in a good health is a duty. Otherwise, we shall not be able to keep our mind strong and clear.” -
Buddha*

If you want to be confident, take care of your health first. No weak person can be confident.

Why is there a connection between health and confidence level?

When you are healthy, you feel energetic and light.

When you are energetic, you feel good.

When you feel good, you act well.

And when you act well, you feel confident.

When you are confident, you get the courage to do impossible things.

So healthier you are, more confident you feel.

If you are not healthy, then you must stop blaming your atmosphere

and take charge in your hands; Do everything to keep yourself healthy
e.g.

Doing yoga or workout;

Having a healthy diet and proper sleep;

Avoiding fast and junk food;

Having lots of water;

Surround yourself with healthy people;

So be healthy and be confident.

*“So many people spend their health gaining wealth, and they
have to spend their wealth to regain their health.” - A.J.*

Materi

Inventory of Past Achievement



“The more you praise and celebrate your life, the more there is in life to celebrate.” –Oprah Winfrey

Do you feel proud of your past achievements like?

When you got the first division in school or college;

When you learned the second language other than your mother tongue;

When you learned how to wear a tie;

When you solved a difficult mathematics sum;

When you addressed a gathering of 100 people the first time;

When you successfully cracked an interview in a big company;

When you resolved a problem comfortably;

When you faced your top management confidently;

When you completed your work long before deadline

Every day we all have a number of small achievements which make us feel proud; every month we have hundred of new achievements and these accomplishments make us feel confident.

Let us ponder why confident people are so confident, or we trust confident people:

1. You are confident about Sachin Tendulkar or any other cricketer because they have a history of achievements.
2. You are confident about a teacher or professor because he has a history of largest passing students with him.
3. You become confident about a service provider or product manufacturing company because they have created large customer base across the state, country or the world.
4. You are sure about a restaurant because it has largest client base across the city.
5. You are certain about a marketing guy because he has been achieving targets month by month regularly or even going beyond targets.
6. You become confident about a movie star because he has a track record of successful movies.
7. You become confident about an author because he has a series of good books to his credit.

We all have small and big achievements month after month and year after year to make us feel confident, e.g., I have few achievements to make myself feel proud or confident:

My clients often appreciate my work.

I always complete my work on time.

I exercise at least five days a week.

I completed 21 km marathon successfully.

My book, "Speak English like a star" has been largely appreciated.

I take challenges comfortably and come out of difficult situations easily.

I have the most wonderful friends and associates.

Of late I addressed a big gathering successfully.

One client purchased 25 copies of my book.

I often get good feedbacks on our seminars.

My guest lecture was largely appreciated in one institute.

Like above, every day I have new accomplishment which make me feel confident. When one achievement can make us feel confident, why not make a list of all past achievements.

One of the best ways to feel confident is to review your list of past achievements daily.

It hardly matters you have small successes or big; without giving second thought make a list of your past accomplishments and start reviewing them, it will make you feel confident and grateful.

Action steps:

1. Prepare a list of recent achievements to make you feel confident.
2. Review these accomplishments daily so that you can recall and realize your potential.
3. Keep adding your current achievements in that list to boost your confidence further.

“Celebrate what you accomplished, but raise the bar little higher every time you succeed.”

Mind Your Energy Level



“The higher your energy level, the more efficient your body becomes. The more efficient your body, the better you feel and more you will use your talent to produce outstanding results.” –Anthony Robbins

Have you ever considered how important is your energy level to your success, quality of life and your confidence level? Your role models, ideals, favorite actors, and speakers are people with high energy level. Just ponder about following

You have a favorite artist; do you not like his energy level the most?

If you call a person powerful personality; you talk about his energy level.

Have you not noticed most confident people around the world are people with high energy level?

All anchors, news readers, and TV personalities have good energy level; that is the only reason they become your favorite.

Have you noticed entrepreneurs and top managements of companies are often people with high energy level?

A person, who motivates others always have a good energy level; just recall all personal development experts you know; by their energy level they stimulate you easily.

If you consider someone a good communicator, you like his energy level. People who impress you are always highly energetic one. You must have understood the connection between your energy level and success.

Now forget about others for sometimes, contemplate the effect if you have the good energy level and:

You are eating something; you will find things tastier and get engrossed in eating; that will affect your digestion positively.

You are interacting with friends and relatives, you will surely have more interest in interaction, and your bonding with them will strengthen further.

You are explaining something to your client, he will listen to you attentively and sincerely, and you are bound to create an everlasting impression on him.

You are doing work, you will surely take lesser time and output will be good.

You are addressing your team or other audiences; they will find your presentation more interesting by your energy level, and your goodwill will soar, it will benefit you by and large.

It is evident from above situations that if you have a good energy level, you take more interest in whatever you do and the result will be exceptional; your energy level affects almost everything in your life.

If you create the better result you become confident automatically.

I keep getting feedback from my friends and clients on my energy

level. My clients sometimes tell me my energy level inspired them.

I have interacted with some most energetic and confident people, and they are my inspiration today. Your energy level is the most crucial factor in your success and confidence level, and it can even charge up others.

Considering above just ask yourself, are you determined to have a good energy level right away?

You must be thinking how to have a good energy level. Your energy level is dependent on followings:

Proper diet and nutrition;

Good rest and sleep;

Work out or physical activity;

Doing things which you love to do;

Action steps:

Keep in mind that without a good energy level there is neither success nor confidence.

Make sure you have a good energy level by having good diet, sleep and work out.

Maintain energy level to climb the ladder of success and feel confident.

“Don’t use your energy to worry. Use your energy to believe.”

Know Your Potential



“Continuous effort – not strength or intelligence is key to unlocking our potential.” – Winston Churchill

A famous poet was on his deathbed, somebody asked him, “Sir, you must be feeling very proud since you have written the greatest songs and poetry in the world; you must have fulfilled your ambition and leaving the world without any complaints.”

You know what he said, “I have just started writing good poetry and songs. I have realized that I had been preparing my whole life to write greatest songs and poetry. Now, I am prepared to create the same, but pity is I have to leave this beautiful world; I wish, God would have given me a longer life.”

An almost identical incident happened with a famous scientist. He was on his deathbed, and a reporter asked him, “Sir, You have given number of wonderful inventions to the world; you must be feeling proud having achieved everything you had imagined or thought of”

To which the scientist replied, “Science is like a sea and what I have achieved is a pearl, so there is no question of being proud.”

You know the reason behind above answers -- The reason is simple; you might not have thought of it. The reason is creativity has no limit. If you become creative or start researching something, you will find that whatever you do there is a full sea to explore and this life and next ten lives are not enough to study that sea. The more you dig, the deeper it becomes. Let us understand this concept first through few simple examples and post that I will explain how our mind develops:

1. When I was writing my first book, 'Speak English like a star,' I did not even have complete content in mind. But by the time I finished that particular book, my mind imagined five more sequels of that book.
2. Few years before we got a basic version of a computer; after that year after year we are getting more advanced versions of computers and advance version will keep on coming endlessly.
3. When you learn something, you always learn from the beginning, and you get better in that skill day by day, month after month. But there is no limit to what extent you can improve.

Let us now understand how our mind works;

Do you think you can perform better than you are doing currently? Almost everyone thinks so; like if I ask you:

1. Can you advance your analytical skills; your answer would be yes.
2. Can you improve your productivity; your answer would be yes.
3. Can you improve your dressing and hair style further; the answer would obviously be yes.
4. Can you improve your time management skill further; the answer would be yes.

So you can improve in all areas of life since your actual performance is always behind your mind. Your mind always thinks of next level of performance irrespective of your current level.

Suppose today you are working at 50% of your potential;

You work hard and try to reach 100% potential, your mind will develop further, and it will reach 200% potential, and gap will become 100%;

Now you know that you are behind 100% of your actual potential and you work day in day out to cover this gap. After one year somehow you cover this gap, and you will find you are working at 200% potential while mind will develop at 400%; this difference will become 200%;

By the time you will cover this 200% gap, your mind will reach the next level, and the gap will keep on increasing further; so no one can ever achieve his or her potential because the potential is limitless. People who have created greatest things in this world, they were able to utilize part of their potentials only.

You can feel confident about potential once you get aware of your potential.

So do your best whatever you do, you will automatically understand this concept and feel confident.

Action steps:

1. Once you get a glimpse of your potential, you will feel confident.
2. Work hard on a single idea, give your total energy and effort to this; you will automatically get a glance of your potential.
3. Try to give 100% in whatever you do and get totally engrossed; be it eating, playing, talking, laughing or working.

“The only person you are destined become is the person you decide to be.” – Ralph Waldo Emerson

Nobody is Perfect



“Being happy does not mean that everything is perfect. It means that you have decided to look beyond imperfections.”

Perfection seems to be the most imaginary word in any dictionary. Perfection means things cannot be improved further. It has never happened and cannot happen in future. If perfection had been possible, somebody would have declared a final version of almost everything and

1. We would have been using a particular version of a fan, washing machine, TV, AC and other electronic items.
2. We would have been traveling on a particular aircraft, car or other vehicles.
3. We would have been living in stereotypes huts or jungles.
4. We would have been wearing leaves or similar basic material.
5. We would have been using a basic landline and the internet which anyone had considered perfect.
6. We would have never imagined metro train and other advanced transportation modes.
7. We would have been using basic equipment and machinery for

manufacturing, construction, services and other work.

8. A king or queen would have been controlling us since no king can accept there can be another perfect ruling than his ruling.

9. We would have never got upgraded version of a book.

In fact, everything has been evolving since its inception and reason is nothing is perfect in this world and there are always chances of improvement; that is why

We are getting advanced versions of a computer, laptop, iPod, mobiles month after month.

The quality of service gets better everywhere and our lifestyle is improving day by day.

Everywhere new technologies replace old technologies.

Manual systems are getting upgraded with automated technologies.

We have the far superior way of cooking, manufacturing and doing almost everything in life.

We have started using cutting edge technologies everywhere.

And this is not the end; this is just a journey. Tomorrow, future technologies will replace today's advanced technologies, and this will keep on happening. In fact, this has always been happening around the world as it is evident from above examples.

You can never say I will become confident once I get perfect; if you seek perfection, you will simply deceive yourself because improvement has no limit and somebody would be better than you always.

Your willingness to improve should be your criterion of confidence rather perfection.

So accept your responsibility to become confident by having a burning desire to improve.

Just consider where you have opportunity for improvement (not perfection);

Can you get a better style of dressing and hair cut?

Can you improve your vocabulary and communication to next level?

Can you work further on your marketing and selling skills?

Can you improve your time management and productivity further?

Can you improve your relationship further?

Can you improve your lifestyle further?

Can you improve the quality of your life?

If you analyze carefully, you will find there are chances of improvement everywhere in your life and you can feel confident by working on those areas one by one.

So do improve yourself but do not get obsessed with perfection.

In this universe everything is evolving, nothing is perfect; so are you. No performer in this world has ever said that he is perfect. They always say next level is possible and they are working on next level, e.g. you ask any writer he would tell you, "my writing skill is evolving, my best work is yet to come." Same goes with everything and everyone because perfection means the end, there is no further possibility.

Can there be a time/phase ever when somebody would declare this is the last version of a laptop, computer, missile, aircraft, mobile or anything in this world? Here the obvious answer is "no" only.

So everyone can improve, but no one can be perfect.

Action steps:

1. Analyze what you should improve first that will grow your confidence and take you to the next level.
2. Start working on that area and develop yourself accordingly.
3. Keep working on other areas wherever you feel like improving.

"I love the world because it is imperfect. It is imperfect, and that is why it is growing. If it was perfect, it was dead." - Osho

Be a Decision Maker



“A real decision is measured by the fact that you have taken a new action. If there’s no action, you have not truly decided.” – Tony Robbins

Have you come across people who are quick and comfortable in making decisions? These people are always confident.

You can learn decision making either through practice or experience. But if you seldom take decisions, you will not feel ease in decision making irrespective of your work experience.

Will you not feel confident in following situations?

1. You have to choose among three colleges; you analyze all pros and cons and choose one college.
2. You want to choose among five best hotels in the city, and you pick one of those after careful consideration without wasting time.
3. You are supposed to choose one service provider among three given suppliers; within hours you make a choice after careful

consideration.

4. You got selected by three companies in different interviews, and you can comfortably decide which company is the best for you.
5. You know your current company is not fit for you; you have audacity and strong decision making to search for and join another company.
6. You are determined to start your business; everyone says there is no security in business and you start your business disregarding what people say.
7. You made a mistake and made a decision to accept it before your boss and people around you.

So it is evident from above examples that decision making makes us confident and there is a correlation between decision making and confidence.

Now, the big question is that can you be a real decision maker? Good news is yes as I told you earlier, you can learn decision making either through practice or experience. You need not start from big situations, but you can surely start from situations like this:

You go to a confectionery shop, and every time you take a particular sweet; and there is no decision making since you just take one sweet whenever you go; choose another sweet, which naturally comes with small decision making.

Whenever you want to buy clothes, you choose black color; next time when you buy clothes be a decision maker and buy another color.

You go to eat out at a particular restaurant every time since you know quality of food is just superb; next time you eat out take decision to visit another restaurant; who knows quality over there can be better than the previous restaurant.

You have a particular way of doing work, and you find it convenient to work that way; next time make a decision to find another way of doing the same job. You might get an advanced way of doing the same job.

If you eat only North Indian food or any other particular food, start trying Chinese, South Indian and Continental by taking decisions.

My point is that to make a decision you should try new things and ways; you can start small and then start making big decisions too. This decision making will make you feel confident.

Unless you start, you cannot try this formula on big things. Start as small as you can. Your decision making will give you two benefits; if you make a wrong decision, you will not make the same mistake again and make a wise decision.

Moreover, without trying, you can never know your power and confidence and most importantly opportunity. Sometimes a result will just surprise you. Of late, I was called for a seminar in an institute; I went there with little willingness; after few days I had been informed everybody liked the seminar, and they want me to visit that institute regularly. Had I not visited the place, I would have never created the opportunity.

So be a decision maker if you want to amaze yourself. More opportunities you have, more confident you become.

Action steps:

1. First, make a resolution decision to take decisions every time you come across an opportunity.
2. Make decision even if you are not sure and do not feel like making a decision.
3. Start small by making a small decision, such as buying a new black shirt. Make more choices and dare to take new decisions every day.

“Unsuccessful people make decisions based on their current situations; successful people make decisions based on where they want to go.”

Be Passionate



“To succeed, you have to believe in something with such a passion that it becomes a reality.” –Anita Roddick

What does passion mean? Passion means a strong desire or interest for something. It means you like something so much that you forget everything around you. If you are totally involved in something, do you even think of fear or confidence? I mean to say that you think about having confidence when you have fear.

‘So if you are engrossed in doing something, confidence follows automatically. Passion means being in love with whatever you are doing.

Passion makes you feel good. And when you feel good, you can do things which people cannot imagine.

Now consider how these situations will affect your confidence:

Can you take care of you, when you do not have passion?

How long can you take care of your business without having good mood or passion?

How caring can you be for your family without good mood or passion?

Can you ever think of innovation without passion?

Can you ever think of growing personally or professionally without passion?

If you are losing everywhere can you be confident? The answer is "no."

Passion makes you feel energetic and confident without considering other limitations. Because everybody has some constraints and weaknesses; your passion makes you confident despite all constraints.

Passionate people are highly result-oriented and confident around the globe.

The big question is how to bring passion in life! Try out the following:

1. Keep yourself fit.
2. Follow your hobby; do what you love to do.
3. Dare to follow your heart.
4. Take breaks from work to recharge you.
5. Try and explore new things, places, and food.
6. Learn to celebrate small successes and events.
7. Be a guard of your thought; your mind is not right always.
8. Be a man of action.
9. Connect with nature since we are the part of nature.

I have read of a study on doctors. According to that study, 85% of the most successful doctors became doctors out of their passion rather than their parents' choice.

And you must have noticed all passionate people are confident without any exception.

Action Steps:

1. Start observing passionate people around you and watch their

confidence level.

2. Your observation will inspire you. Be passionate in whatever you do and do your best.

3. Do everything that makes you feel excited as suggested above.

“Too many of us are not living our dreams because we are living our fears.” – Les Brown

Getting Confident in Communication



“It is better to say nothing than spend 1000 words or an hour speech saying nothing. Go to the point fast.”

In previous chapters, you have understood techniques to develop confidence. There are also handy techniques to become confident in communication too.

Have you ever considered how effective communication helps you to feel confident? Let's ponder following situations:

1. You appear before an interviewer and
 - a. You are 100% clear and confident about your answers.
 - b. You are assertive.
 - c. You do not know the answer, and despite that, you are looking confident.
 - d. You are even comfortable answering provocative questions.
2. You interact with strangers and unknown people confidently.
3. You can address a gathering of 1000 people easily.
4. You are confidently dealing with your top management and

challenging clients.

5. While taking decisions, you are comfortable discussing facts and information with clients and colleagues.

6. You convince others to do things what you want them to do and they make decisions accordingly.

How it will feel if you make above situations reality of your life. Things described above are possible with good communication. In fact, you often find people, having good communication are easily creating these realities in their life and even beyond these.

When I started my career I used to get bad remarks on my communication e.g. you are not articulate, you do not have confidence voice, and you do not have clarity of mind and so on. These remarks used to disturb me a lot. Thanks to those unfortunate remarks, I started researching what makes up good communication. First thing, I came to know that you should be assertive to have effective communication, and I developed assertiveness. Assertiveness did wonders to my communication skills and first time I felt confident while interacting with seniors. Later I found other nuances and started developing those traits little by little.

All good or confident communicators have some specific traits of communication; we shall analyze some traits of good communicators and whether can you develop those traits

A good communicator always speaks clearly. Can you develop this quality? You can surely develop this through little practice and recording.

A good communicator speaks assertively. Can you become assertive? You can become assertive with some guidance and practice.

A good communicator speaks with clarity of mind. He knows what he wants to say. Can you have this quality? Of course, you can develop the same through practice only.

A good communicator knows that he should have “right to speak,” before taking a speaking opportunity. “Right to speak” means you have knowledge, research, and experience about the topic you want

to discuss or speak. Now it is not a rocket science, just common sense which you may not even care, e.g. if you want to speak about missiles, you cannot just start speaking unless you have knowledge or research or experience about missiles.

If you do not have right to speak on any topic, one approach is you do not speak at all and accept the same confidently; another approach is to speak unnecessary or wrong things which will make you lose your confidence.

A good communicator takes 100% interest in whatever he says.

Understand that if you are not interested in what you say, people will never be interested in the same.

A good communicator is always a good listener. Can you be a good listener? Again it is just your decision; no one can ever stop you to listen attentively.

A good communicator prepares well and plans his speech or communication. Can you do so? Yes, if you are ready to take little pain, you can also plan what you want to say or convey.

A good communicator makes sure that person before him understands him thoroughly. Can you make sure your listener should understand you?

You can simply ask him whether he got you or not and if he does not, explain your point again.

A good communicator always supports his points with some example, story, personal experience, joke or anecdote. Can you support your point always? With practice and preparation, you can surely do so.

I think now you have understood how good communication affects your confidence.

If you have above traits in your communication, you will always feel confident while interacting with people and you will also be appreciated for your good communication skills.

During initial years of my career, I was supposed to meet a director in my company. I summoned up the courage to meet him somehow. I

was shivering during the conversation. After meeting, the director told me that I had clearly explained my problem and I had good communication too; this incident made me feel confident. When you know you have good communication, it makes you feel confident. When someone appreciates your communication, it also makes you feel confident and good.

One more incident, a senior started shouting at me while interacting on the phone all of sudden; I confidently told him to stay calm and meet me. When he met me, he was calm, and he politely explained me everything. He remained calm because I conversed with him assertively.

So when you speak assertively, other people can also feel your confidence, and behave accordingly.

Action Steps:

First, find out or research all traits of good communication skills.

Develop those traits one by one and improve your communication.

Start noticing world's best communicator and their communication's features, develop these features to reach the next level of communication and become confident.

“Communication and trust are two main ingredients for a successful relationship.”

Getting Confident at Workplace



“Manage priorities, not time.” – Larry Winget

I got a chance to interact and work with the top brass of companies during my five years tenure with industry. I always found they have some unique qualities such as being highly energetic, and result oriented and so on.

Getting confident at workplace requires some personality traits. If you carefully analyze successful and confident people at the workplace, you will find some particular qualities. Let us understand few of those qualities one by one and also understand their impact on your confidence:

Highly successful and confident people are always result- oriented. Your boss does not count how many jobs you started, but he does count how many jobs you completed since you are paid to complete your work.

Completing your work is a matter of habit; you can start the same right from today.

Confident people have excellent communication skills. Communication is all about knowing nuances of communication, and playing with words and voice through practice. If you can take a little pain, you can start developing communication right away.

They are good at planning and time management. With practice, you can develop these traits gradually. One of the best ways to find techniques on time management and planning is watching videos on youtube.com and other sites and start applying those.

They are 100% focused on whatever they do. Now getting focused is just habit and practice. “Doing one thing at one time” is one of the best methods of time management also.

Successful and confident people never hesitate. Just keep in mind through hesitation you will get nothing; if you leave hesitation, you create one hundred percent chance of getting things you want.

They learn every day to contribute the best and have the best market value. If you have a burning desire to learn and contribute, you can start learning new things and advance your existing knowledge right away.

Successful and confident people are highly disciplined. Observe yourself how many times you make calls, check emails, interact with others and roam around while completing a job.

Successful and confident people are proactive; they tend to do work without instruction and before a deadline. You can do so by taking little pain and risk, and this is one of the best ways to feel confident.

They are highly energetic and maintain their energy level. Having energy level is all about taking good diet, proper rest, and work out; anyone can have this with a little practice.

Action Steps:

1. First, understand you are 100% responsible for your success.
2. Once you understand your responsibility for your life and success, you can start developing these personality traits one by one.
3. Be disciplined to achieve your goals and overcome any obstacle

you might face.

“Hard works beats the talent when talent doesn’t work hard.”
–Tim Notke

Follow the Consistency Principle



“If a person aspires to achieve a goal without maintaining consistency of action, he deceives himself.”

I started rope skipping as a part of my workout routine a while ago. I could do about one hundred fifty rounds of rope jumping on very first day. I was able to do three hundred fifty rounds by the end of the first weekend. I gradually increased it to five hundred per day.

I wanted to do five thousand rounds of rope skipping in a day. I started increasing my pace and time of rope skipping. i.e., I started increasing my efforts from ten minutes to thirty minutes, and sometimes one hour. After one month, I did two thousand rounds of rope skipping in a day.

Eventually, I did five thousand rounds of rope skipping after two months. I could do it without much pain and stress.

My secret of achieving this goal was consistency. I followed the workout routine till I achieved my goal.

I also realized that consistency can create a right platform to achieve any target. I was supposed to experiment consistency principle again. I have always hated running. However, I decided to run twenty-two kilometers to test my willpower and consistency principle again. I started running to accomplish the above goal. I ran two minutes on day one. I ran around three minutes on day two. By the end of the first

week, I ran around ten minutes, and I felt more confidence in me.

I continued running. After forty days. I was able to run forty to forty-five minutes. I thought it was the right time to take this challenge. Finally, the D-day came. I took my backpack and reached Rajiv Chowk by an auto. I intended to run from Rajiv Chowk, Gurgaon to my hometown, Sohna. I completed first three kilometers without any hurdle, thanks to my consistency. I felt little pressure running the next five kilometer; however, I could finish these five kilometers without any obstacle. The next five kilometers happened to be very challenging, and somehow, I completed thirteen kilometers. I was so exhausted that I was unable to take the next step. But, I walked to my hometown, i.e., I finished last nine kilometers walking, and I completed my running challenge.

It wouldn't have been possible without maintaining consistency. Only consistency can give strength and confidence to achieve a target. Having completed this target, I got the confidence to take bigger challenges.

“If you maintain consistency of action, your confidence level will increase every day.”

I want you to think about the following:

A man has been overeating for ten years, and he got a big tummy. He intends to reduce his belly and weight and starts exercising and having the green salad. Feeling bored with routine, he resumes his previous routine, i.e. no exercise, no salad and no walk. You think this person can ever reduce his weight following the same approach.

On the contrary, he maintains consistency of workout, Green Salad and other healthy habits; he will start losing weight and tummy sooner or later.

A boy wants to improve his English communication skills; to accomplish this goal he joins one renowned institute in his city. Having spent one month and tired of practice, he leaves the institute.

“You can get what you want if you are ready to pay the price.”

The boy needs to understand that one can improve communication skills in one month, but everyone has a different pace of learning. One

student may take just one month to sharpen English communication, while other students can take one to six months depending upon his current level and pace of learning.

For fifteen years, the boy never paid attention to English Communication skills during his school or college days. Now, he wants to master it in one month or lesser time. The boy needs to maintain consistency of learning and practice unless he perfects his communication.

The biggest weapon to master a skill is consistency. Every master follows consistency principle.

You become confident of yourself when you master a skill, e.g. you have sound knowledge of marketing; you can teach marketing at a school, college, company or any other institution.

Action steps:

1. Decide one goal you want to achieve
2. List three primary steps to achieve the above goal.
3. Start with the first step and take actions consistently and your confidence level will increase every day. Once you are through with the first step, begin the next step and so on.

“It’s not what we do once in a while that shapes our life; it’s what we do consistently.” – Tony Robbins

Become Excuse Free



“If it is important to you, you will find a way. If not, you will find an excuse.”

During my school days, I never score good marks in mathematics since I didn't get any good teacher – I mean this used to be my biggest excuse for not scoring good marks. I even told myself that there was no good math teacher in the city. I could barely score pass marks during those five years, and I lost self-confidence completely. I hated math for five long years and never found a way to do better in it.

I started graduation, and I aspired to get the first division. I had to improve my command of mathematics to score good marks. I didn't want to leave any stone unturned and determined to do well in mathematics. I took coaching for it and also worked hard at home. When I decided to score better marks, I could not even think of any excuse.

“He that is good for making excuses is seldom good for

anything else.” - Benjamin Franklin

Excuses can ruin your personality completely. A guy came to me struggling to get a job. He said, "I have been looking for a job for three months and gotten rejections everywhere." I learned that he had never updated his professional skills during last fourteen years. I asked him, "Why don't you update your skills?" He had the most reasonable excuse for not finding enough time to do so. He had all the time to face interviews for two months, but not for updating his skills.

You always have time to do things you love to do, such as:

1. You have been waiting for a movie for one year; the film releases today. Would you make watching the movie your priority or make an excuse for not watching the movie?
2. You visited Goa last week and took breathtaking snaps there; you decided to post these pictures on Facebook. Would you share these beautiful pictures immediately or make an excuse to open your Facebook account and upload those pictures?
3. You decide to have dinner at a famous restaurant. Would you make an excuse or simply go there and have the meal?
4. Cricket happens to be your favorite game, and you like the IPL format the most. Would you make an excuse or get time anyway to watch a match even on a working day?

“An excuse is not about the scarcity of time; an excuse is about the clarity of direction.”

You may not get enough time to do some important stuff, such as:

1. You may say that I don't have the liberty of time to exercise.
2. You may say that I hardly spend quality hours with my family.
3. You may say that I don't have liberty to improve communication or core skills.
4. You may say that I don't have time to play outdoor games.

Suppose, one of your goals is to stay fit. You know with absolute clarity that your health is the most valuable weapon to create your

ideal life and achieve goals. You can't afford to miss exercise routine, despite having the busiest schedule. When you work without excuse, you become the most confident person. Excuse-free life is one of the best strategies to acquire self-confidence.

“Excuse will always be there with you; opportunity won’t.” - Unknown

Action Points:

1. Decide what is most important in your personal and professional life, such as, health, communication, singing, etc.
2. List your excuses for not getting enough time to do your important stuff.
3. Now, think how you can steal time to do what is paramount to you, such as stop watching TV, stop mindless gossiping or reduce time on social media.

“One important key to success is self-confidence. An important key to self-confidence is an excuse-free life.”

Gain Confidence at Public Speaking



“If you can speak, you can influence. If you can influence, you can change lives.”

When we talk about success, the discussion always embraces about confidence some way or other. Whatever be the foundation of success, confidence seems to be an integral part of all the success bricks. Be it strong desire to do something, leaving circumstances behind, continuous efforts, optimizing available resources, and journey of success, we notice confidence in each of the bricks.

Confidence is not a commodity that one may get by paying a certain amount or merely attending some seminar or a few days program meant for it. Rather, it is a combination of many aspects of one's life which together to be uplifted, and mentors, gurus, an institution may make some recipe out of it to nurture the self-confidence.

Let us think of any situation wherein either we were very confident or couldn't think of a single word, and spent the whole time cursing ourselves that we don't know anything. Notice the time when we had a lot of butterflies in our stomach, and our heart beat could even be noticed by the person beside us. Think when palms were sweating and holding your hand lightly and your mind was absolutely blank

despite the fact that you know your subject.

Why was this happening to you and your brain? Why were you not able to think? Now let us think of some reasons behind it:

We sometimes or always think the audience would find so many mistakes whatever I present before them.

They would make fun of me.

They would notice my body language carefully.

They would notice my clothes.

They would ask many questions

They are more learned and aware than I am.

They will reject if I say something which is not contemporary or different from others.

If we observe any of the above, it speaks about doubt over the acquired knowledge on the subject, apprehension about other and lack of our willing to learn more.

Let us examine them separately. First of all, we should believe one thing that how much knowledge one should have can't be measured. Knowledge is an ocean for which if entire human fraternity put its efforts together for whole life, they can't say that they have acquired it entirely. Knowledge is a multifaceted dimension and comprehensive on its very nature.

In today's time, when we are in Googlism if we focus on one micro concept of a big idea, or subject, we may attain phenomenal knowledge about it and make others understand it more efficiently.

The second aspect is apprehensiveness. Believe me, no one has that much time to think about others. Everybody has his own stuff to wonder around; we think too much about others. People are always eager to receive something new. Focusing on your subject related knowledge, its learning with different socio-economic, socio-psychological sphere shall make the audience even more attentive towards you and by doing so, you will be helping them in coming out of their discomfort. The length of the discussion is not important,

rather the depth of subject make people listen to you attentively.

The most critical issue, bigger than above specified is a lack of our willingness to learn further. Whenever we want to speak, we want people to accept it without any rational. If they ask something to take our experience or a piece of knowledge, we tend to perceive it as a danger and intimidating. We pretend to be the more knowledgeable and think that we have to answer every question our audience asked, or they might consider a duffer.

If we don't know the answer of some of the questions, we may also politely say, "I am not the right person to answer this question, or I don't have any answer to this question for the time being." Don't you think by asking questions audience is helping you and giving direction to acquire more?

Action Steps:

1. Speak before a group of people whenever you get an opportunity to talk.
2. Prepare your subject thoroughly and intend to contribute your best
3. Be a lifelong student of your craft.

“All the great speakers were bad speakers at first.” – Ralph Waldo Emerson

Listen to the Masters



“Great mentorship is priceless.” - Lailah Gifty Akita

I have been listening to life and business coaches, e.g., Darren Hardy, Brian Tracy, Les Brown, Tony Robbins, Dr. Joe Rubino, T. Harv Eker, Ramit Sethi, Robin Sharma, Osho and others for years. I can never have enough vocabulary to describe my learning from them.

Let me share some prominent learning here which will propel you to make this habit part of your routine, i.e., habit of listening to the masters

Here are my lessons:

We must take responsibility for our success and failure.

Use your time wisely; don't waste it before idiot box and with idiot

people.

Be a lifelong student of your craft.

Spend time with people you love.

Spend time doing things you love.

Two best words to achieve goals are 'action' and 'consistency.'

Make your traveling hours your learning hours.

Never compromise in quality of your product or service.

Respect everyone and don't judge.

Learn from the best if you want to become the best.

Never complain, blame and regret.

Be thankful for what you are and what you have.

The biggest risk is not taking a risk.

Action may not bring success, but success comes through action only.

Innovate continuously in whatever you do.

Learning without action is a waste of time, energy, and resources.

The foundation stone of success is the consistency of effort in right direction. A master is a person who made all the possible mistakes in a domain, and he can give us right direction to follow and create a massive success. Our confidence level mounts every day if we work in the right direction.

Action Steps:

1. Search for a coach or mentor if you can't improve a shortcoming yourself.
2. Listen to him, understand, and follow his instruction precisely.
3. Working in right direction alone will increase your trust in you.

"A mentor gives you spark of his brilliance."

About Yogesh:

Yogesh helps job seekers and working professional to land a job and advance their career by assisting them in improving their communication and career skills. Yogesh makes his participants earn more by developing the right attitude and personality for their jobs.

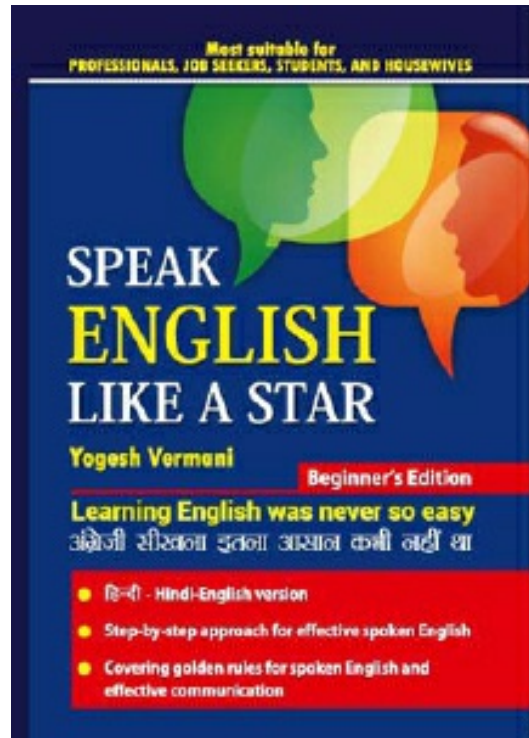
To know more about Yogesh and his work, visit his website <http://www.urcareer.in/>

His clients' list includes software professionals, graphic designers, engineers, project managers, chartered accountants, company secretaries, chefs, scientist, managers, middle and top management people. He also does corporate training to help people to realize their potentials.

He is the author of the best-selling book 'Seven Steps to English Speaking: Your Guide to Everyday Conversation.' He has also authored two other books namely, 'Speak English Like a Star' and 'Unlock Your Confidence Overnight.' He also conducts online training to help his participants to communicate better and increase their earning potential.

Speak English Like a Star

Yogesh helps job seekers and working professional to land a job and advance their career by helping them in improving their communication and career skills.



If you struggle to speak or write English, or you make grammatical errors while writing or speaking English, 'Speak English like a Star' is the book you need to overcome this challenge.

Sometimes, you are not able to speak English due to the shortage of vocabulary, or your sentence structure is not clear due to lack of conceptual clarity. You might feel dilemma when you translate your thoughts from Hindi to English. You lose many lucrative job opportunities in India and abroad to lack of English communication skills; hence it cost you your career.

'Speak English Like a Star' is one of the books available in the market. It offers you the undermentioned benefits

You speak and write English without making grammatical errors.

You learn the most common application of English in office and at home.

You learn the most common vocabulary of English language.

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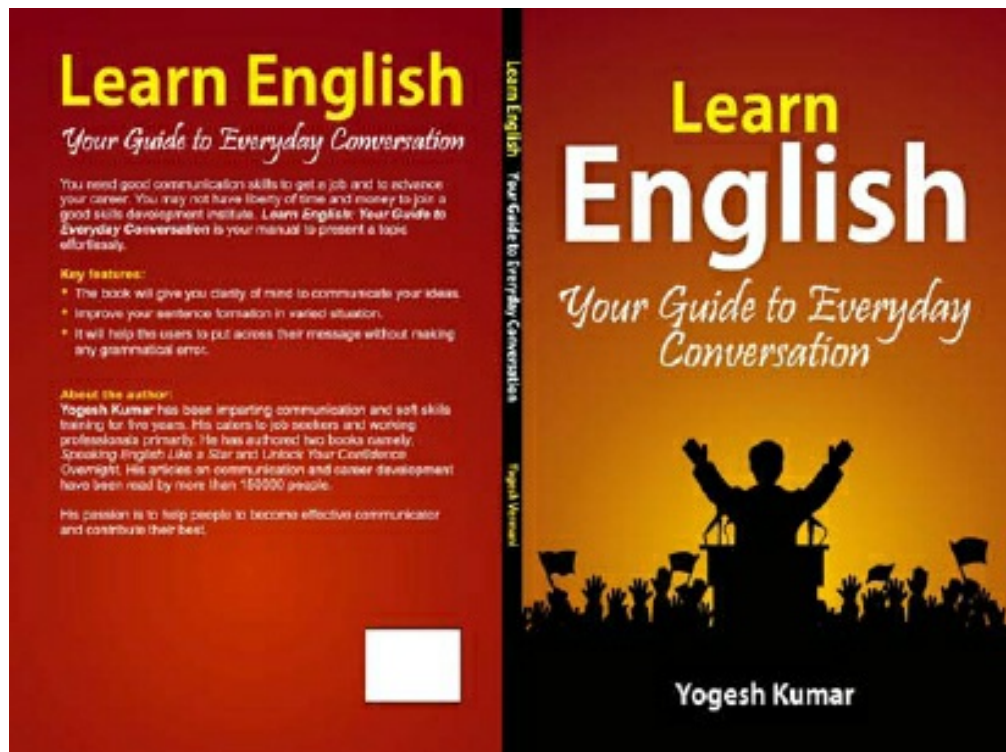
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You want to speak English. This is the book you need.

This book will help you to improve your English communication from basic to intermediate level, and it will help you to speak English confidently and comfortably in the office or at home or with strangers.

You might have tried many books and coaching classes to speak better English, or you might have watched many YouTube videos. Many books and videos just touch upon important concepts, and you do not learn much despite being sincere. It is difficult to learn and speak English in the absence of right guidance.

This book illustrates everyday conversation scripts in a simple manner. It gives a step-by-step guide to learning everyday English, and it also helps you to overcome grammatical blunders by covering following aspects:

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You will improve your sentence formation in different situations.

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