

DISCOVERING *Your* *Confidence* ZONES[™]

Action | Performance | Resilience | Success

Career Confidence Workbook



Dr. ✓ BROOKS
DUNBAR
the confidence commander

ABOUT THIS WORKBOOK

How Confident are you in the belief that your career vision is achievable using the systems, partnerships and processes you create?

This workbook is designed to help you assess the strength of your career vision and the degree to which the systems, partnerships and processes you have in place are positively or negatively challenging your dreams.

Career Confidence is the confidence we receive from progressive actions and strategically informed reactions directly related to achieving the outcomes we seek and contingent upon the value-based support of others in our professional lives. Creating value-based relationships is an important aspect of career achievement.

For career confidence to occur, you must have a belief your ability to create your own reality using a system centered on action, performance, resilience, and success that is linked to identifiable and measurable actions aligned with positive and purpose-driven intentions.

Confidence-Building is the active process of increasing your knowledge, skills, and abilities to a level that results in self-trust and belief in the choices and decisions you make, along with an expectation of positive outcomes resulting from your authentic actions and strategic reactions.

Goals in Review

MY ACCOMPLISHMENTS: WHAT WORKED?

MY CHALLENGES: WHAT DIDN'T WORK?

OPPORTUNITIES: WHAT PATTERNS EMERGED?

SUPPORTED BY ACTION PLANS: WHAT NEW ACTIONS WILL I TAKE?

TAKE THE *Confidence Commander* PLEDGE

I accept that I am a **CREATOR**. Everything I could possibly need is, **at this very moment**, in and about my consciousness.

I am a command center of **courage, authenticity, decisiveness**, and **poise** with the mental bandwidth necessary to fully activate and experience my dreams.

I create what I need to be whoever I want.

Your Signature

Today's Date

Self Discovery

WHAT'S YOUR PERSONALITY TYPE: TAKE THE TEST [HERE](#)

WHAT VALUES DO I HOLD: DO THE SURVEY [HERE](#)

WHAT ARE YOUR STRENGTHS: PURCHASE THE ASSESSMENT [HERE](#)

WHAT CHARACTERISTICS STOOD OUT? WHICH ARE MORE LIKE YOU? WHICH ARE LEAST LIKE YOU?

Creativity & Achievement Areas

	PAST	PRESENT	GOAL
FINANCES			
WORK			
EDUCATION			
SAVINGS			
INVESTMENTS			

☒ **HOW CONFIDENT ARE YOU IN EACH CAREER AREA (FINANCES, WORK, EDUCATION, SAVINGS, INVESTMENTS) OF YOUR LIFE? WITH 1 (ONE) BEING NOT CONFIDENT AT ALL, TO 10 (TEN) BEING UNQUESTIONABLY CONFIDENT. PLACE ONLY YOUR 'CURRENT' NUMBER IN THE BOX BELOW THE ASSOCIATED ZONE.**

☒ **IF I CAN TAKE ACTION TO IMPROVE ONE AREA OF CONFIDENCE, WHAT WILL THAT ONE ACTION BE? AREA _____
ACTION _____**

Increase Your Career Confidence

What's your current level of career confidence? _____ (write your score here)
In what specific area are you least confident? (for example school, work, career path, skills, etc?)

If I could take one to three actions to improve one or more areas of career confidence, what would that be?

What would prevent me from accomplishing this or these actions?

How will I hold myself accountable??

*Putting in Place a
Confidence-Building System
Using S.M.A.R.T.E.R. Outcomes*



Identify Your Target Zone & Area of Confidence

Confidence Zones _____

Area of Focus _____

Identifying Your Desired Outcomes:

Identify Your Supporting Habits: What new habits will I activate?

What old habits will I replace?

Identifying Your Supporting Relationships:

What new relationships will I activate? What old relationships will I reframe?

Identify Your Strategy for Re-evaluation & Reset:

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DESIRED OUTCOME:

Find a sponsor (mentor, coach, or champion) to introduce me to new potential business partners.

Action 1: Call (insert name) to schedule a weekly lunch or after work meet-up and ask to commit to making it a regular occasion for strategic planning.

☒ **Action 2:** Call (insert name), apologize for missing their grand opening event and ask them out to a place they enjoy, my treat.

☒ **Action 3:** (SUPPORTING HABIT(S)) Calendar 30 minutes each week to identify five targets using LinkedIn and discuss the list with my sponsor with a goal to create three actions to increase my business financial position.

☒ **Action 4:** (SUPPORTING RELATIONSHIPS) Meet with (insert name) and ask that they become my career mentor to talk through challenges and hold me accountable.

Putting Confidence in Action

Performance

OUTCOME: _____

ACTION CODES: Complete, On-Goal, Updated

ACTIONS	3 month	6 month	12 month

Resilience

REEVALUATE:

RESET/REVISE ACTION: Complete, Ongoing, Updated

Putting Confidence in Action

Resilience

REEVALUATE:

RESET/REVISE ACTION: Complete, Ongoing, Updated

Success

CELEBRATE: Completed Actions

Success Map

CREATE ANY ART, DOODLE, OR GRAPHIC THAT DEPICTS YOUR VISION OF SUCCESS

A Note from Dr. V

My model for courageous, authentic, decisive, and poised confidence is associated with the SMARTER OUTCOMES model, below. In order to first act, perform, develop resilience and celebrate success, you will need to produce SMARTER OUTCOMES that include a process and system for resilience. Unlike SMART goals, SMARTER Outcomes include evaluation and resilience associated with re-evaluation and resetting learning systems, habits, and routines you have in place to address any environmental changes.

Where to find Dr. V



@TheTrueDrV

