



**Certified Advisor Series Module 5:
Building Your Confidence as an Advisor**

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1. What is the earliest leadership responsibility you can remember having:

From this I learned: _____

2. What are some barriers, challenges, or obstacles you have faced or could face in your role as an advisor? _____

How can you overcome these challenges or obstacles? _____

3. Confident advisors have a _____ attitude. Practice a positive attitude through _____.

_____ creates _____.

Enemy of Confidence and Self-Esteem: _____!

Turn your _____ into _____.

The _____ is in the _____.

“Choose to make your imagination your ally. You do have a say about what pictures live in your head—and you can choose the most positive images to shape your life.” Jane Seymour, Actress

4. Confident advisors practice _____. It is the process of getting things done through _____. Key aspects are:
- An ability to _____,
 - A clear and defined _____.
 - Effective _____ techniques.
 - Provide _____ support – not _____.
 - _____ the person to get the job/task done!

Personal Survey: (True or False)

	T	F
A. I cannot trust others to be responsible	<input type="radio"/>	<input type="radio"/>
B. I am afraid of losing control and results	<input type="radio"/>	<input type="radio"/>
C. The person at the top has all the answers	<input type="radio"/>	<input type="radio"/>
D. It is easier and faster to just do it yourself	<input type="radio"/>	<input type="radio"/>
E. Delegation diminishes your prestige and authority	<input type="radio"/>	<input type="radio"/>
F. I don't want to be left out of recognition for success	<input type="radio"/>	<input type="radio"/>
G. Other people are just too busy to take responsibilities	<input type="radio"/>	<input type="radio"/>
H. No one sees the big picture like I do	<input type="radio"/>	<input type="radio"/>

Delegating _____ != _____ !!

- I cannot trust others to be responsible: How can they _____ you?
- You will lose control: Let others _____ you.
- The person at the top has all the answers: Ask for _____ from others.
- It is easier and faster to just do it yourself: But will it be _____ ?
- Delegation diminishes your prestige: It will _____ it!
- Others will receive recognition: As the leader, _____, too.
- Delegation is impossible, everyone's too busy: People can make _____ for anything they want to.
- No one sees the big picture like you do: Share your _____.

5. Use _____ to build confidence. Affirmations are those things that you claim _____ over what you _____ now, or that you will have in the _____.

Say affirmations out loud _____. My Daily Affirmations

6. Build Your Legacy – What Will it Be? “My legacy as an advisor ...

7. Five (5) Key Points to Building Your Confidence as an Advisor

a. _____

“Obstacles are those frightful things you see when you take your eye off your goal.” Henry Ford

b. _____

“Whatever you can do or dream you can, begin it. Boldness has genius, power, and magic in it.” Johann Wolfgang von Goethe (1749-1832)

c. _____: _____ and _____

“You are never given a wish without also being given the power to make it come true.” Richard Bach, Illusions

d. _____ and _____

“Opportunity is missed by most people because it is dressed in overalls and looks like work.” Thomas Edison, 1847-1931

Call to Action

- e. Be _____; have no _____;
pursue your _____; and...

“Here is a test to determine if your mission on earth is finished: If you’re still alive, it isn’t.” Richard Bach, Illusions

“Some people say I have attitude - maybe I do. But I think you have to. You have to believe in yourself when no one else does – that makes you a winner right there” Venus Williams, Tennis Champion