



# Confidence For Dummies

*Kate Burton, Brinley Platts*

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**Confidence For Dummies** Kate Burton, Brinley Platts

Build up your confidence levels and become more effective in all areas of your life

Self-confidence is more than just a feeling inside – it's an indispensable ingredient for success in life. Written by two of the most sought-after executive coaches in the world, *Confidence For Dummies*, 2nd Edition arms you with proven tools and techniques for overcoming insecurity and social inhibitions, and for learning how to think and behave with more confidence at work, socially, and even in love.

- Know where you stand – gauge your confidence level, identify which aspects of your life need confidence-building, and find out what's keeping you stuck in place
- Get on track – tailor a personal programme for creating the new super-confident you that you want to present to the world
- Find your focus – find out how to let go of perfectionism and unrealistic expectations
- Project self-confidence – broadcast your new-found confidence to the world and connect more easily with others

Open the book and find:

- What confidence is and where it comes from
- How to connect confidently through social media
- Top tips to prepare you for a presentation or job interview
- Advice for approaching romantic relationships with confidence
- How to say 'No' with confidence
- Ways to recover quickly from any setback

Learn to:

- Recognise your strengths and believe in your ability
- Develop your confidence both personally and professionally
- Get the results you want, whatever the situation

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