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Welcome To Ultimate Confidence!

Hi this is Zaf Barnes here!

I like to thank you for purchasing this book...

In the following sections you will find tips and exercises to help you skyrocket your confidence.



Which you'll find will help you in every area of your life, no matter your age or circumstances, these tips and exercises are what I've tested and used myself and found to be really helpful in acquiring and improving my self-confidence.

What you'll learn is that successful people have learned to access a resourceful state of mind that we call confidence and that confidence is merely a state of mind that we can learn to be in at will.

Some of the exercises have been taken from NLP and they take repetition to have a lasting effect, but if you stick with it you'll find that your confidence will greatly improve.

Please enjoy and let me know if you have any questions or feedback!

Kind regards,

Zaf Barnes

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Introduction

Welcome, congratulations on buying you made a wise decision....

I am not a PhD or have any qualifications in psychology, instead this is all practical stuff that I've researched and has helped me improve my own confidence.

Having leaving school with very poor grades and having little confidence, it was many years before I learned how our own thoughts can work against you as much as it can work for you.

I remember the day I walked into a book store and was browsing some books on self-help (at the time I just lost my job and was suffering from anxiety). I came across two books one on memory by Tony Buzan Book Master Your Memory and one by Tony Robbins Awaken The Giant Within.

I devoured these books, I've always had an interest in the human mind and reading these books I realized that if I could improve my memory I could also learn more easily. Reading Tony Robbins book I realized how my own thinking was actually limiting my success in life.

Using what I learned in these two books helped me eventually overcome my anxiety. As a boy I was shy and rather withdrawn with very little confidence, it wasn't till I was in my 30s that I rekindled my interest in the human mind.

I started then to read as much as I could on self-help, and how our thoughts can influence our behaviour, I went from a rather shy person who only had done manual work in his life to more confident person

who provided IT support to hundreds of users both over the phone and in person.

No matter how old you are you can still change how you think and increase your confidence.

What is self-confidence

Before we delve into self-confidence, we first need to understand what exactly self-confidence is and what it isn't.

Self-confidence is a process about how a person thinks about themselves and others and how they handle challenges and uncertainties. Self-confidence is knowing yourself and having the courage to act on your belief and the confidence in your own abilities and judgement.



Some examples of self-confidence are:

Having the courage to stand-up for yourself and be assertive

Accepting that you aren't perfect and feeling positive about yourself.

What self-confidence isn't?

Thinking you should be perfect or believing you are perfect.

Thinking you can live a life without any difficulty, problems or any pains (though having self-confidence does help you cope with the difficulties of life).

Self-confidence is very similar to self-esteem, self-confidence can be defined as positive feelings about yourself and the world and the impact you have.

Confidence is a state of mind that successful people have learned to access at will.

Self-confidence is linked to practically almost everything we do in life, the more confident you become the more you can quiet that inner voice that says "I can't do it". Part of the process of building confidence is taking small steps that give you a sense of accomplishment.

Think back when you learned something new like *riding a bike*, you may not have realized it at the time but it took a lot of perseverance and a lot of setbacks even possibly tears.

But you triumphed through it and in doing so you gained more confidence in your abilities.

The biggest thing confidence can give you is the skill to accept setbacks and failures, to see this as part of the process and not let these get you down, even if they turn out completely different from your original plan.

When you keep pushing yourself to try new things you stretch yourself and grow as a person. Interesting enough the more willing you are to fail the more you'll actually succeed. The quicker you fail the quicker you'll succeed.

The problem with most people is that they wait till everything's 100% perfect before they decide to act on a plan. When you're confident you realize that **things aren't ever 100% perfect** and because of your willingness to fail you're more willing to take more risks on plans therefore having more success under your belt.

Benefits of self-confidence

Becoming more confident enables you to quiet the voice in your head that says "***I can't do it***".

You'll be able to become aware of your thoughts and take action in line with your values.

By becoming more confident you'll be able to break the cycle of overthinking and quiet your inner critic, Rumination is the word given for overthinking.

Building confidence means taking small steps...

That leave a lasting sense of accomplishment – if you've ever learned a language, learned to drive, accomplished a new skill then your well on your way.

Confidence gives you skills and coping methods to handle setbacks and failure.

Think back to the key accomplishment in your life you'll likely find it took a *lot of perseverance*, if you can triumph through adversity, then you can do it in other areas of your life.

As your confidence grows you'll find yourself more to stretch your abilities.

By more willing to fail you'll actually succeed more.

Self-Confidence breeds deeper empathy

Confidence and performance

What you'll find when you're more confident in your abilities to perform, such as athletes or musicians you're able to perform at your best when under stress. But lacking confidence in your abilities can actually hurt your performance and chances of being successful.

Self-confident people are more easily able to influence people, this comes in handy especially if you're in sales or even when you have a great idea that you need to get across.

You can tell when a person's confident in their *body language* and how they talk which comes over to other people, people can be confident in one area (which they know a great deal about) but not so confident in another.

Being confident in yourself increases your belief in your self-worth, you experience less negative thoughts and self-doubts.

You'll find an increased in energy and motivation to actually take action to achieve those personal and professional dreams, you'll like take more action as you'll feel confident in tackling your goals.

Social Confidence

When you're self-confident you'll find that when you're in social situations you will feel more relaxed when meeting strangers, because you'll have belief in yourself from how you think rather than relying on how other people see or judge you.

This will help you move around without the fear of rejection from other people. You feel and show your enthusiasm about the future, which people will be able to see through how you hold yourself, walk and communicate.

Self-talk

What is self-talk?

Self-talk is the way you talk to yourself, your **inner voice**, you may not realize you're doing it but you're most likely are. You may be wondering what's so important about your self-talk and what this has to do with self-confidence. Self-talk is important because it has a big impact on how you feel and what you do.



We all have self-talk even if we're not aware of it, usually that self-talk for most people is negative.

It's that little voice in your head that says things like "you're stupid", "I can't do that", or "why did you say that".

The first step in changing the way you feel about yourself and feeling more confident is to **become more aware of what we're thinking**, especially when we're berating ourselves.

During our first 18 years we're unintentionally negatively programmed from our parents, brothers and sisters, teachers, friends and colleagues, that we can't do this or do that, and we're still receiving negative programming from various advertisements, papers and the news.

Leading behavioural researchers have told us that as much as 70% of our self-talk is negative, counterproductive and works against us. At the same time,

medical researchers have said that as much as 75 % of all illnesses are self-induced.

Positive and Negative Self-Talk

Our self-talk can have a big influence on how we feel about ourselves. Positive self-talk makes you feel good about yourself, is optimistic and sees the good things in life. Negative self-talk makes you feel bad about yourself and can make things look grim even when something is good.

Although it's not possible to always be 100 percent positive in your self-talk, the more you work on your self-talk the easier you'll find it.

Your success or failure in anything large or small will depend on your programming – what you accept from others, and what you say when you talk to yourself. You will essentially become what you think about the most.

Here are some examples of negative thoughts, see if you have said anything like this yourself or if you know someone who says something similar:

- I'm the end of my tether
- You can't trust anyone
- I hate my job
- I'm not cut out for that
- I'm really out of shape
- I never seem to have any money left at the end of the month.
- I'm not creative
- Nothing ever goes right for me
- Everything I eat goes straight to my hips
- I never know what to say
- I am too shy

- That really makes me mad!
- There's never enough time in the day
- I just can't seem to do anything right
- I can't take this anymore
- I've never been good at that
- There's no way I could do that

Each time we think these thoughts and say these things to ourselves, *we programme our minds and set ourselves up for failure.* If you're putting the wrong programs into your mind you can't possibly be successful at what you would like to do or be in your life.

Setting Goals

Why set goals?

Having a clear and compelling goal will more than likely help you focus toward a more actionable behaviour.

That is **motivate you to take action**. So your goal has to be compelling enough for you to want to take action. Let's assume for example that John is going on holiday and he wants to lose weight, do you suppose he will be motivated enough to lose weight? Probably not.

But what if John hears there's a great beach nearby where lots of attractive women hang out. Now John has a more clear and compelling reason to lose weight.

When you set a goal your focus is directed in what to do next and as you see the progress you'll feel more motivated to keep



going and as you get feedback from the actions you take, you'll know what to keep doing and what to change.

This creates a feedback loop, think of a boat being steered by a rudder, to reach your target location the rudder has to be continuously adjusted, you see yourself going in the wrong direction, you adjust the rudder to bring yourself back on the correct course and this you have to continuously do to reach your target or goal.

Setting goals helps you stay focussed and keeps you on track, and stops you from getting distracted.

Being accountable

Setting a goal for yourself makes you accountable for your actions helping you avoid procrastination...

...However if you have a goal to achieve in a few months it's a good idea to break that goal down in to short term goals that you can do in chunks.

Goals help give your motivation by getting you excited by a target date, doing this gives you something to focus on and to put 100% of your effort into, which then creates motivation.

By doing proper goal setting you can **break the larger and intimidating goals into smaller achievable steps** and this makes it easier to make a plan of action that you can start to work on almost immediately.

And research has shown that hitting smaller milestones provides greater motivation and a greater sense of accomplishment.

Written Affirmations

An effective technique I learned from Brian Tracy used to help you stay focused on your goals is to write your goals on a 3 x 5 index cards, in large letters.

Each day take a few minutes to sit quietly and review your written goals. The best times are first thing in the morning, during the day and last thing at night before going to sleep.

Read the goal on the card slowly as you stare at the words then close your eyes and visualize yourself enjoying the achievement of the goal. Take a deep breath and relax.

Then go onto the next one then the next, you can work on between 10 - 15 goals at a time.

Importance of setting goals

By setting goals you give yourself a target to aim for even if you miss it.

Think of how you can use a magnifying glass to burn a hole in a piece of paper without proper focus the magnifying glass is useless, the magnifying glass still has the potential to burn the paper but without focus it wastes its potential, think of yourself having the potential and your goals as the focus for your potential.

“If you aim at nothing, you will hit it every time.” –Zig Ziglar

Setting goals gives you a benchmark with which to measure your progress, they help you stay away from unnecessary distractions keeping you moving towards end goal. Making yourself accountable to finish the task.

Be careful with long term goals as these tend to promote procrastination if there up to 3 months and longer so break these goals down in to shorter chunks that you can either do weekly or daily.

Remember goals can be ever changing they don't have to be rigid, think of goal setting as a simple tool that helps you focus your energy into positive action and that these can change as your priorities change, thereby creating totally new goals from what you originally chose.

Goals aren't just about planning your life and making yourself accountable they're also for inspiration necessary to aim for the bigger

things in life. Writing down goals with a time limit, also helps you look back if you failed and what mistakes you made, so you then can make adjustments and re-plan your goal.

Setting Smarter Goals

Writing a comprehensive plan to achieve your financial goals increases the likelihood of achieving them by up to 50%.

An acronym that is often used to help remember how to set long term goals is:

S.M.A.R.T.E.R.



Step 1: S – Specific

This is the first step and requires you to be very specific. The more specific you are about your goal the better. For example it's no good just to say I want more money you have to be specific, say I want to have \$15500.

Step 2: M – Meaningful

You have to have a strong enough WHY, when your goals have a deep enough meaning to you, you will do whatever it takes to achieve them.

Step 3: A – Achievable

For example don't say I will be a Millionaire within a year, if you've never made more than \$200,000 in a year. You need to set goals that you can actually achieve while increasing the momentum.

Step 4: R – Relevant

The goals you set should be in-line with your life, and that you want out of life and match your core values. This means you've got to dig deep within yourself to find what you truly want out of life.

Step 5: T – Time-Bound

This means you have to set an exact date on when you plan to achieve your goals. So if you want to pay off a debt of \$15,000 in a year.

Break down this goal into say 3 month intervals that's then \$3,750 every 3 months.

When there time-bound, they're measurable and therefore you should hold yourself accountable by measuring those goals on a daily, weekly and monthly basis.

Ask yourself "How close am I to achieving my goals?" and "How much further did I get from achieving my goals?"

You need to make your goals time-bound and measurable to see your progress.

Step 6: E – Evaluate

By evaluating you goals every single day you're much more likely to achieve them. As goals that are 3 months out and longer can easily be forgotten if they're not evaluate every day.

It's essential to make evaluating you goals every single day a habit.

Step 7: R – Readjust

This is the final step, if you find yourself continuously hitting a road block, just readjust your method and techniques.

Think of when you learn to ride a bike, you get on you fall off, you get on readjust and maybe fall off again, but eventually with continued readjustment you eventually become capable of riding the bike.

RAS

So, what's this RAS Thing?

RAS is short for **Reticular Activating System:**

RAS plays a vital part in your ability to achieve goals via your unconscious mind.

But what exactly is RAS?

RAS is a bundle of nerves at the brain stem that filters out unnecessary information. Allowing the important stuff to get through, a mechanism inside the brain that brings relevant information to your attention (that's relevant to you, that is!)

RAS the Gateway

RAS acts as a gateway between your conscious mind and your unconscious mind. It takes instructions from conscious mind and passes them onto your unconscious mind. Acting as the gate keeper.

So What Triggers Your RAS?

RAS has certain features that make it an essential tool for achieving your goals. When you create a goal you create a very specific internal representation of it with pictures, sounds, feelings, taste and smells in your conscious mind.

The RAS will then pass this onto your unconscious which will then help you to achieve the goal.

It does this by bringing to your attention all the relevant which would otherwise might of remained as 'background noise' or, in other words,

your RAS ensures that the 126 bits of information (which is the maximum amount your brain can process at a time) that you focus on is information that will support your goal.

RAS and Focus

RAS will reject or ignore anything unrelated to your focus and highlight anything that is even remotely related to the important issue. Taking what you focus on and creating a filter for it.

This filter is applied to your senses and highlights to your conscious mind anything you focus on, take for example if you're having a baby and suddenly you start to see all around you pregnant woman, that's your RAS applying the filter.



What you focus on gets highlighted and brought to your awareness, the rest gets ignored

How belief influences your perception

RAS seeks information that validates your beliefs, filtering your world through parameters you give it, and your beliefs shape those parameters.

Your beliefs have a very important impact on your RAS, so if you believe for example you're not good at technology chances are you won't be,

RAS helps you see what you want to see and in so doing so, influences your actions.

You Get What You Focus On

By focusing on what you don't want your RAS will do an excellent job of delivering that to you. So if you focus on not being in debt your RAS will do an excellent job on attracting debt to you.

Another example if want a certain breed of dog and you set your intention on getting one, you'll tune into the right information that helps you do that.

Visualization

Athletes have long known the power of visualization so much so that all top athletes incorporate visualization exercises into their daily training. Studies in mental imagery have shown the brain can't distinguish between what's been imagine and what's actually happened.

The same chemicals release in the brain and the same electrical activity occurs whether we're visualizing doing something or actually physically doing something.

What this means is you can actually train you mind to be confident! It's actually very similar to the conditioning experiment that Pavlov did with dogs, every time the researchers fed the dogs they rang a bell at the same time.

After doing this a number of times the dogs only had only to hear the sound of the bell then they would salivate, what the researchers did was to create an unconscious link in the dogs mind between hearing the bell and food.

This created a neurological link in their mind-set an association between food and the bell. A similar thing can be done in people though it does take time. Here are a few ways you can do this:



- **Mental Rehearsal:** Think of a situation where you would like more confidence, for example maybe you feel shy in social situations and would like more confidence.

Visualize yourself in this situation as though you are actually there, imagine yourself talking and feeling confident to someone, what do you hear? What do you see? What do you feel? The more of your senses you can involve the stronger the association and the more you'll feel confident.

- Watch A Video: Some people find it hard to imagine being confident in certain situations, find some videos on YouTubes that show people being confident in certain situations.
- Such as interviews with famous people, note their posture, the way they talk and walk, practise getting into the same physiology, speaking and holding yourself in the same way, when you act the same way you'll find yourself feeling confident.
- Kill Self-Doubt with Autosuggestion: When you hear or see something repeatedly it sinks into your subconscious mind.

You can create statements and continuously reaffirm them to yourself when visualizing either by saying them out loud or just thinking them, such as "I am relaxed and confident around people." Don't forget to see yourself feeling confident when you do your statements.

You visualize yourself doing the thing you want to do, whether being better at sport or being more successful financially.

Athletes know this as **mental rehearsal** and have been doing this since this 1960s when this was discovered by a *Russian scientist*.

Some of the benefits of creative visualization are:

- 1) Helps you to learn a new skill in sports or athletic more quickly
- 2) Strengthens your belief, positivity and confidence in yourself
- 3) Helps with overcoming negative beliefs
- 4) Eliminates stress from the body improving the overall immunity

An example of creative visualization:

If you are a golf player and wanted to play better golf. You could imagine yourself hitting the golf ball just right and making that perfect shot.

When doing this you would actually imagine yourself as if you were actually holding the golf club. You would feel the swing of the club, how it feels hitting the ball, while at the same time feeling the joy of that perfect hit.

This you would do continuously every day. The subconscious can't tell what's real and what isn't.

And it's been found through various research that rehearsing this way in the mind improves your performance considerably.

The best times to do this is the *first thing after you get up, and just before you go to bed* and any time after relaxation and meditation.

As during these times, your brain waves start to slow down.

This is what's known as the **Alpha state** (dream state).

And anything you imagine or think about more easily passes over to the subconscious mind.

Creative Visualization and Affirmations

When visualization is combined with affirmations it becomes a pretty powerful tool for change.

Gaining Confidence and Overcoming Fear

So, just to recap what's been said when you imagine vividly with emotion, your brain chemistry changes as though what you imagined was actually real, your brain can't distinguish this from an actual event and records this as though it actually occurred.

As a result we can use visualization to our advantage to really help us build confidence and overcome our fears. But how can we do this?

Imagining the Unknown

When we experience fear and anxiety, these usually result from what we consider will be a bad expectation of a future event.

So by changing how we think about a possible negative future event that may or may not happen. You could try to imagine as clear as possible a future situation in a positive way, your brain will record it as an actual memory, which will then make the unknown event a known event.

This will result in reduced anxiety and an increase in more confidence to go through the situation, as you've done it before, all be it in your mind. Lots of studies have shown that mental practice (using visualization) can be an effective way of improving skills and physical practise.

Hence why visualization is so widely used by athletes in their daily training. When you vividly imagine yourself doing a physical activity, the same areas of the brain fire neurons and creates the same neural network as if you was physically practising that activity.

Visualization techniques for confidence

I came across these 4 steps to visualization through a course I took by Brian Tracey, for goal setting mastery, an excellent course.

4 Keys to Visualization

1. **Vividness:** Being able to see to you goals more clearly in greater detail, increases the time to how quickly you achieve your goals.

For example say you want a specific car you could make it more prominent by going to a car dealers, to look at the specific car you want to sit in it, take it for test drive and get the feel of it and the smell of it and see physically see it, even take pictures of it and print these out and put them where you can see then daily.

2. **Duration:** How long you can hold the visualization in your mind the greater length of time you can do this the more it impresses onto the subconscious mind.
3. **Frequency:** How often you visualize the goal throughout the day, the more your thoughts are on your goals the more motivated you will fill to accomplish them.
4. **Intensity:** This relates to the amount of emotion, passion, excitement and desire you have when you think about the goal.

Visualizing like this using the previous 4 steps actives your whole subconscious mind and moves you faster towards your goals using these steps will help you in feeling more confident in attaining your goals.

If you can test a product or try it on you involve all your senses thereby imprinting this onto your subconscious giving more inspiration and motivation to attain that specific goal.

Treasure Mapping

Treasure mapping is used in conjunction with visualization, helps you hold a vivid image of the goals you wish to achieve while motivating you to keep going, a reminder of what you're aiming for. A simple yet powerful tool adding that extra bit of punch to your visualization.

What Is Treasure Mapping?

Basically treasure mapping is a physical representation of the goals you want to achieve, a collage, a physical picture of your desired reality. The value in using a treasure map is it gives you a visually clear picture helping you focus your energy into your goals almost like a blueprint for a building.

There are various ways you can create your treasure map, you can draw or paint it, you can use pictures and words cut out of magazines, books, card or drawings. Doesn't matter either if you can't draw as these will be just as effective.



How to create effective treasure maps

Use these guidelines to create effective treasure maps:

1. When you create a treasure map include only one goal or area of your life, so it doesn't get too complicated, which will help your mind more easily and clearly focus on it.

Otherwise you may find you have too many distractions and parts to try and concentrate on, you could even do this as a mind map if you do it on certain areas of your life such as relationships, work etc.

Check out the area on mind maps for more details on how to do this.

2. You can make your treasure map on anything you wish, a notebook, A4 paper or card and carry it everywhere with you to help keep you focused on your goals.

Make sure to put yourself in the treasure map, either has a photo for more realism or a drawing, showing the desired result, of either driving your new car or living in your new house or wearing your new clothes or jewellery.

3. Make sure to show the ideal goal as though already attained it, as though you already have that new thing you want or achieve that object of your desire.
4. Add affirmations to your treasure map - Check out the section on affirmations relating to this.
5. Spend a few minutes a day looking at your treasure map, and if so inclined think throughout the day about this treasure map.

Fear

We all experience fear, it's a natural reaction especially if there's a big fierce animal fast approaching you, that's when your fight or flight kicks in.

This sort of fear is natural and occurs for a reason, but when it's due from a fear of giving a speech or talking to strangers this is considered as an irrational fear.

So, how do we overcome this sort of fear?



Answer is you don't. You learn to accept it for what it is and just do it, there's no secret to this the more you do something that makes you feel uncomfortable the quicker you'll get used to it to the point where it won't even bother anymore and

you'll also feel better about yourself for doing it.

A useful thing to remember is fear doesn't necessarily mean you shouldn't go ahead and take action.

It may just simple mean to proceed with caution, or it could be simply that you don't know what to expect, you don't know what will happen if you do take action and how it will turn out and so most people in this situation stay put in their comfort zone.

Summary

So, to overcome fears, realize that fear is a natural emotion we all experience, feeling fear is a good indication that we're pushing ourselves

beyond our comfort zone and that you're ready to try something new even though you feel fearful as you don't know what to expect.

Making a list of your fears enables you to see them before you on paper and making a list will help you see what you've got to lose if you don't face those fears, helping you also make an informed decision instead of feeling overwhelmed by fear.

This will take time to get yourself into the habit of doing this but once you do it a few times you'll find you do it automatically. The essential thing is to become aware of when you're in this frozen state of fear.

As soon as you realize that fear is paralyzing you into not taking action, take a deep breath, sit down and make that list.

Risk List

A good way to help deal with fears is to first make a list of potential risks relating to your desired change. For example suppose you're fed up with your current career and you're complementing another career. What you would do is write what "might" happen if you choose that new career.

So, get yourself a pen and paper and write down all the risks that you can think of that "might happen if you decide to choose this new career path, remind yourself as you're doing this that these are only possibilities.



When you do this the very act of writing them down on paper where you can see them, can help you dismiss a number of these fears.

Now for the final step, this time write down a list of potential possibilities for not making that change in your career. For example:

- No chance of promotion
- Being bored in current job
- Long hours
- Not learning any new skills
- Travelling miles a day

Now, you will have a very good idea of what you have to lose if you don't acknowledge that your fear is what's stopping you from taking action. When you decide not to take action this is a decision the same as taking action is a decision. By making these two lists you're more able to make a clearer and informed decision.

Most likely it will make it clearer that you have far more to lose by not taking a risk than you have if faced your fears and make that change.

Relaxing for Anxiety and Panic Attacks

A number of years ago, I went through a state of suffering anxiety and panic attacks.

At the time it felt like the worst time of my life. I couldn't sleep properly, I couldn't relax, and I suffered with panic attacks.

Usually occurring in the form of palpitations. I constantly felt scared. The panic attacks would first come on when entering supermarkets, they then generally started to come on any ware.

I ended up going to the doctors for some sleeping tablets, to help me sleep, I was at a very low point in my life. I not long lost my job and didn't understand at that point what was happening to me.

To my surprise the doctor instead of giving me sleeping tablets like I asked for, gave me a relaxation tape to listen to. I was a bit dubious but I gave it a try.

That day was my first introduction to relaxation, I didn't realize it at the time but that was probably the best thing that happened to me at the time.

So, whenever I felt stressed and before going to sleep I would pop the tape into a portable cassette player and listen to the tape through a pair of headphones.

It worked brilliantly. But there was one slight problem, you see the tape was supposed to condition yourself to go through a relaxation sequence when you felt anxious and having a panic attack.

Trouble was when I went through doing the deep breathing relaxation it made my palpitation that I was having even worse for me.

I did a bit of research and found a book, I think it was from my local library not sure now if it was a meditation book or yoga book.

But I found this relaxation exercise to do and I began practising this everyday (which didn't involve deep breathing) this was even better and helped me cope with the anxiety and panic attacks I had at the time.



I soon found I could relax at will, and with constant practise I could enter a deep state of relaxation and I still tend to use this today.

Today I'm totally free of anxiety and panic attacks and thankfully I've never needed any sleeping tablets or anything else.

Below is the relaxation technique I used to help me relax when I found myself getting anxious and couldn't sleep at night. Initially it does takes constant practise, with if you keep at it you'll find you can go through this process anywhere and find your relaxing, which will help you cope with the anxiety or panic attack.

20 Minute Relaxation Technique:

The process of this relaxation is fairly easy and normally takes at least 20 minutes if you take your time, to reach a more complete relaxation, you can just repeat the process, you may find you fall asleep (I did many times) and here are the steps that I still use:

1. Find somewhere to sit or lie down and make sure you won't be disturbed for at least 20 minutes, turn your mobile off etc.
2. Starting with your left toe, bring your attention to it, feel the sensation of your toe as you do this think to yourself relax, while trying to imagine your big left toe relaxing. Do the same for each toe of the left foot. When you've done this next put your attention onto your left foot and ankle, again imagine the sensation of your left foot and ankle and think to yourself relax. While trying to imagine the sensation of your whole left foot and ankle relaxing.
3. Next turn your attention to your left calf, knee and shin, again try to imagine them relaxing while thinking to yourself relax.
4. Now move your attention to the whole of your left thigh, imagine feeling your left thigh and think to yourself relax, while trying to imagine your left thigh relaxing.
5. This time concentrate your attention to the whole of your left leg imagine the sensation of your left leg relaxing, imagine it feeling heavy and totally relaxed, then try to imagine your left leg feeling warm and tingling, (don't worry if at first you can't do this) this part took me a bit of practise before I could do this.
6. Repeat steps 2 to 5 for your right leg.

7. Next concentrate your attention on your both your buttocks, imagine the sensation and think relax.
8. Concentrate your attention to your hips, feel the sensation of your hips and then think relax while also trying to imagine your hips relaxing.
9. Move your attention to your stomach, same again think relax and try to imagine the sensation of relaxation in your stomach.

Turning your attention to the base of your spine, imagine each vertebrae from the coccyx up to the top of the neck relaxing one, by one.

10. Next turn your attention to your chest and imagine feeling warm and relax especially in the centre of your chest around about where heart is.
11. Now turning your attention to your left thumb, feel your left thumb in your mind, think to yourself relax and then do the same for each finger of your left hand.
12. Now turning your attention to the left hand and wrist, do the same, imagine the sensation and when you think to yourself relax try to imagine your left hand relaxing, imagine feeling a heavy sensation in your left hand and wrist.
13. Moving your attention to the left forearm and elbow, feel them relaxing while thinking to yourself relax.
14. Do the same for the upper arm and shoulder, imagine them feeling relaxed, while think relax to yourself.
15. Turning your attention to the whole of your left arm, imagine your left arm feeling heavy and relaxed while thinking relaxed and try to imagine the sensation of the left arm feeling warm and

tingly, then turn your attention to your left and right legs and also try to imagine them feeling heavy, relaxed and tingling.

16. Now we repeat the process for the right arm, repeating the steps from 12 to 16.
17. Turning your attention to the back and sides of your neck imagine these areas feeling relaxed while repeating the word relax mentally.
18. Next is the chin and jaw mentally imagine feeling these, imagine them feeling relaxed, while repeating relax mentally, do the same for your tongue, lips then cheeks and eyes, eyebrows forehead and scalp.
19. Now turning your attention to the whole of your body, imagine it feeling very heavy and relaxed and imagine your whole body feeling a warm tingly sensation.

At first it may take a while to get used to this and to relax but keep at it and within no time you will be at the point where you can just concentrate your attention on doing this no matter where you are and you'll instantly start to feel more relaxed.

This is the exact process I used to help me deal with anxiety and panic attacks that I was going through at the time and it helped me tremendously. You could even use this for your own relaxation script to record it on your smart phone and listen through some head phones.

Although this process may sound boring, I can assure you if you put the practise in that this will work and help you greatly to deal with anxiety or panic attacks, or just to relax in general.

Although I say allow 20 minutes at the start you may find it actually takes you longer, but with practise you'll get quicker and it will become easier. I hope you find the benefit from this like I did and still do.

Just one more thing if you decide to create an audio using this script please make sure you're not driving or operating any machinery while listening this.

Swish Technique

This technique was developed by Dr. Richard Bandler, it's an NLP technique that changes how we think, feel and act.

The method below is taken from Anthony Robbins book Unlimited Power...

Steps to identify pattern you wish to change:

Step 1: Identify the behaviour you wish to change, make an internal representation, ie imagine through your own eyes that behaviour you wish to change, for example smoking, see yourself light that fig and bringing to your lips feeling the sensation on your lips.

Step 2: Once you have a clear picture of what behaviour you want to change, you need to create a different mental picture of how you would like to be if you made that change.

You might imagine yourself taking the cigarette from you lips without lighting it, feeling the cigarette between your lips as you change your mind and don't light it, and feeling confident.

When you imagine this picture of what you want to happen make it as though you're watching a video recording of yourself.

The reason for this is you need to make a picture of yourself in which you feel drawn to and not one that you may feel you already have.

Step 3: "Swish" the two pictures so that the unwanted picture triggers the picture you want. Once you associate the old picture of yourself with the new one.

Anything that triggered the picture of you smoking will now also trigger the picture on you changing your mind and not smoking.

To do this you start by making a bright picture of yourself doing the behaviour you want to change in this case smoking, then in the bottom right-hand corner make a small dark picture of the way you want to be.

Take that small picture have it quickly get bigger and brighter then burst through the picture you want to change and shattering it into a million pieces. When you do this say the word "whoosh" with as much excitement and enthusiasm as you can.

Now in front of you is a big bright and colourful picture, speed is the key here along with repetition.

You may feel daft doing this, I did when I first did this, but doing this strengthens the link in your brain between old picture or behaviour and the new one.

You have to see and feel that small dark picture you created become huge and bright and burst through the big picture you want to change and in the process destroying it into a million pieces and having the new picture bigger and brighter picture of the new behaviour you want.

When you creating these pictures you do them with your eyes closed and when you do the “whoosh” and after briefly seeing the new picture bigger and brighter.

Open your eyes to briefly brake this state, then close your eyes and repeat again, doing this five or six times as fast as you can, you do this until the old picture triggers the new picture and behaviour.

Then next step is to test with the old image, of smoking replacing it with one of not smoking.

If imagining lighting a cigarette doesn't feel unnatural and hard to do, you would go through the process again but this time you would do it more clearly and more quickly, being certain of feeling for fraction of a second more positive of the new picture before opening your eyes.

It is essential the new picture of yourself is something you really want, it's very important to you, meaning you've got to truly want the new picture of yourself.

This technique can be applied to fears and frustrations, the trick is to make the new image more appealing, attractive and desirable.

Practical Techniques

Affirmations

What are affirmations?

Affirmations are positive statements made in the present tense, they help you stay focused on your goals and help you overcome your negative thoughts while helping you overcome self-sabotaging.

When you repeat them daily and believe in them they can start to make a positive impact on your life and the results you achieve.

Some people think affirmations are a waste of time and effort, but having the correct mind-set will go a long way to helping you achieve success in your life, as what we think inevitable controls the actions we take. So having a more positive mental attitude will help in bringing positive outcomes into your life.



When you repeat affirmations continuously a couple things happen, one is that you're saying to your RAS that this is important.

In response to this you're RAS then brings to your attention anything relating to your affirmations. If it's a particular make and colour of car you want for example, you will start to notice that same model and colour car all around you.

If it's becoming healthier then you'll start to notice more products that can help you achieve this result. Another thing affirmations do is if what you're saying is actually different to what you perceive to be the truth, the dynamic tension within you is created.

So, if your affirmation says "I weigh 10 stone", when in fact you weigh 15 stone, an incongruence is felt, between what is being said and what is felt, this is known as **cognitive dissonance**. When you look up the meaning for cognitive dissonance it says its:

A situation involving conflicting attitudes, beliefs or behaviours. This produces a feeling of mental discomfort leading to an alteration in one of the attitudes, beliefs or behaviours to reduce the discomfort and restore balance.

So, saying the affirmation "I weigh 10 stone" when in actuality I weigh 15 stone, makes you feel uncomfortable and you want to rid yourself of the tension this causes, and there're only two ways you can do this, either stop saying the affirmation; or by making the affirmation a reality.

Here are some examples:

I am creating everything I want easily and effectively

I am earning \$50, 000 a year

I am easily able to relax

I am confident in all that I do

A couple of things to remember about affirmations, always state affirmations in the present.

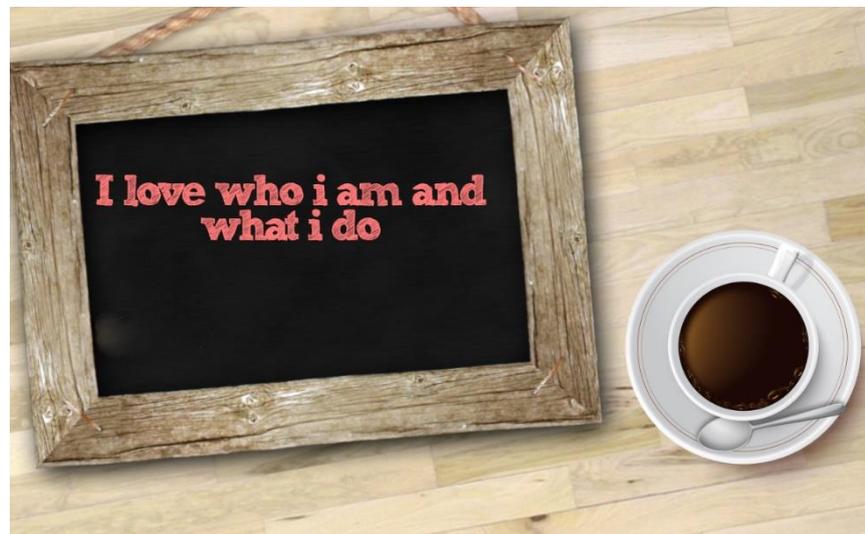
Wrong: I will be confident in all I do

Right: I am confident in all I do

Why do affirmations?

Repeating daily affirmations helps to reprogram the unconscious mind for success, helping eliminate negative and limiting beliefs. Your subconscious mind can't tell the difference between the things you say, think and visualize, and the external reality.

If you think of an experience your subconscious mind records it as though you're actually having it. If you visualize yourself doing something your subconscious mind can't tell the difference from what you're visualizing to reality.



Write down small successes

They breed motivation and self-esteem Daily Success Review – Easy exercise for building confidence take time at end of the day to focus on

3 things that happened to you that day and why focusing 3 success large or small.

Below you will find some quick confidence hacks that you can use to quickly make you feel more confident when you need it.

Quick Confidence Hacks

- **Make a playlist of songs** – that really inspire you with heavy bass, according to a study from The Society of Personality and Social Psychology, the level of bass in a song has the power to increase your confidence, as well as improve abstract thinking, while at the same time making you feel in control.
- **Stand tall with your shoulders back and head held up** – your physiology as an effect on the way you feel. The same way the mind can affect the body the body can affect the mind.

Try Smiling when you want to feel confident this tricks your brain to think you're more confident than you are actually are.

- **Exercise**, yes I know an old one, but when you exercise for a few minutes you feel better and more confident, exercise produces changes in the brain that regulate stress and anxiety.

Which can cause the brain to release serotonin and norepinephrine, which are responsible for relieving depression. Added to this exercise can increase the production of endorphins,

which are known to produce positive feelings and reduce the perception of pain.

- **Increase your curiosity** by asking questions as it makes your mind more active instead of passive, encouraging you to be more observant of new ideas opening a world of possibilities and great new ideas making you more adventurous and taking you into new directions
- **Expose yourself to different situations** to find your limits – push yourself through your comfort zones, in doing so you'll grow more and boost your confidence.
- **Talk to yourself**, I know this kind of sounds crazy but using positive self-talk helps you to focus, improves memory among other things.



The way you talk to yourself influences your neurobiological response to it. When you say I know what to do or see things as a

challenge rather than a problem, you're then turning your response to the situation in to a positive one, rather than a negative one.

- **Do something that scares you** if there's something that scares you just do it, obviously not anything that will put your life in danger!



If for example you feel uncomfortable in social situations. Go out and put yourself in social situations that make you feel uncomfortable and eventually you'll find the fear will disappear. And you'll start to enjoy it and find your confidence increasing as a result.

Anchoring

What is anchoring?

Not widely known is a tool that many professional athletes use although they may not actually be aware that this is what they're actually doing.

Without realizing it some athletes create their most successful results when they're in their most resourceful state of mind. For example a tennis player may use a certain way they breathe to put themselves into a successful state of mind before they server the ball.



So anchoring is the act of putting a person or yourself into a more resourceful state of mind. Through anchoring, you're limiting beliefs can be changed to more optimum states of mind that can help in achieving a greater success.

How to create an anchor

First you need to put yourself into the desired state of mind. For confidence you would imagine a time when you felt confident.

Stand up and imagine it through your own eyes, feel the confidence you felt at the time, stand the way you did when you felt this confident, and magnify those feelings.

Till you actually feel the confidence then when you feel them at their peak make a fist and apply pressure to one of your knuckles of your right-hand by squeezing your knuckle with your thumb and finger of the other and say "Yes" with excitement and certainty.

Breathe the way you did when you felt this confident.

Then again make a fist the same way and squeeze the same knuckle the same way and say "Yes" and again feel the excitement and certainty and breathing the way you did when you felt this confident, repeat this one more time.

Act As If

If you can't remember a time, **act as if** you did have a time by imagining how you would feel if you did have such an experience. Put your whole body into a position of confidence and control and imagine yourself feeling total confidence, then just do the steps described previously.

Make sure that at the height of the experience you say "**Yes**" in a powerful tone of voice.

Feel the power at your disposal and the remarkable mental resources you have, the surge of that power. Then start over and do another six times, each time you do this feel it stronger in your body when you press your knuckle and say yes.

Then change how you're standing and then make the same fist and press the same knuckle and say "**Yes**" the same way you did when you created the anchor and notice how you feel.

Do this over the next few days. Get yourself into the most confident powerful state you can feel and at the peak make the same fist and press the same knuckle the same way.

Now what?

Before too long you will find that just press that knuckle you anchored will bring on that state at will, instantaneously.

It may take a few attempts but it won't be long before you can access this state at will any time you wish. Once you've anchored yourself use it the next time you're in situation where you require confidence.

Conclusion

I hope you've found the information I provided of benefit and above all useful, I've tried where I could to provide practical tips and techniques that are quick and easy to implement.

Please remember that it takes repetition to implement some of these techniques but the results are well worth it. I hope I've shown you that no matter what you're age you can make a difference to your life for the better.

With today's science on the brain, it's been shown that the brain can continuously adapt and change. The first part of this is actually believing this is possible and then taking control of what you think is the next step to changing your life for the better.