

Self-Confidence...



for Surviving
The Office

Survival Should Not Be a Fulltime Job.

An office supports a very interesting human work dynamic. Irrespective of the size of any business they must all have an office. The smallest one person business can be represented by an office consisting of a corner of the kitchen table.

The largest businesses, often in the finance sector, are typically represented by offices that take up multi-stories in high rise buildings. They all share the common purpose of making sure the business survives. They are also compelled to share and tackle some of the jungle conditions that make office work difficult.

The two biggest issues of concern in all offices are politics and bullies. The smallest office must maintain diplomatic relations with others in the household, as the kitchen table may be required for meals. The office bully could be the four year old, who claims you're sitting where she wants to eat her dinner.

The bigger offices may have many personalities, issues of etiquette, and practices developed, and tolerated within the business, that all require diplomacy. The large office could also have many bullies, who could even include your peer, informing you that it's your turn to buy the weekly office lottery ticket.

The intent here will be to provide enough self-confidence to be the office diplomat, and to keep ahead of the more assertive. The working day should be a pleasant experience. Delivering that pleasant experience will be done by explaining how self-confidence works, and how it is connected to managing each office worker's fate. It will also include a process that delivers the self-confidence to bring it all together.

Self-confidence is the mental attitude of having *trust* in, *respect* for, and *reliance* on, your own judgement and/or abilities. It embodies the confidence you have in yourself, and it can develop through two different streams.

The first stream is via achievements and the many other external providers. Those providers, associated with surviving the office, could in part include family support, a satisfying career, outside interests, genuine friends and financial security. Naturally if all of those providers are in place you're already doing quite well for yourself.

However, even if all those supporting providers of external self-confidence are available, that doesn't necessarily mean you've got them all working to satisfy your needs. They may appear to be not working because of all the pressures and stress associated with survival at work.

Further to any acknowledged work or life conditions that could provide self-confidence, it is possible that some favourable conditions exist that have not yet been recognised. There may even be career desires sought, and believed unattainable.

That brings us to how self-confidence is connected to surviving the office for ongoing contentment at work. Self-confidence gives you the ability to satisfy yourself that you have correctly identified all of the issues in the office that need confronting. Once recognised, those issues can be dealt with, creating peace of mind and a more relaxed work place.

Further, self-confidence will allow you an opportunity to discover many other areas within your life that will support survival at work. That discovery will be completed by exposure to the second stream of self-confidence. That stream is the internal development process, which assists you to learn more about yourself.

The difference between the two streams of self-confidence is that one is delivered by achievements, balanced with all the other external providers, against any perceived failures. The other stream delivers a *mental attitude* of belief in your self-worth and abilities that remain unshakeable, irrespective of any self-imposed limits for success.

Both streams are important; however to ensure survival in the office we need them to work in unison. The reason for that lies in the strength of our natural abilities to overcome the enemies of self-confidence. All of our achievements, business successes and support from others for our abilities, can build some defences against self-doubt, uncertainty and fear.

On the other hand, those supporting comments successes and achievements often need to be repeated constantly to maintain that defence. Consider how those enemies attempt to control us, and you can see the difficulties we can have in maintaining a defence against their destruction of our self-confidence. Self-doubt is usually imposed by the comments of others.

As an example, suppose your office issues a newsletter each month, and the person who usually writes it is on leave. The boss asks for a volunteer to prepare the newsletter as it is eagerly sought each month for social gossip and business news.

You've harboured ideas for some time on how the newsletter could be improved, and so you offer your services. One of your peers walks past, looks at your preparation and asks, "Are you sure you're up for this?" It may just be a throwaway line reflecting a little envy of your opportunity. On the other hand, if one or more people ask the same question over the next couple of days, self-doubt may begin to creep in.



"I thought I was ready...why do people keep asking that?"

However, let's assume there have not been any comments from anyone, and the time for publication is approaching. This is where uncertainty can begin its work. Uncertainty, closely related to self-doubt, is often a figment of our own thoughts and does not require any comments from others.

The newsletter will be reviewed by company executives, and general comments from others can be expected. How the newsletter might be received can easily contribute to an onset of uncertainty and fear.

Reinforcement from others, along with positive reminders from our own thoughts of the competency of our general office work can, in the short term, build some barriers against that uncertainty and ensuing fear.

However, even if we have constantly achieved, and had that reinforced by our own thoughts, and by positive comments from others, there can be further difficulties. The self-confidence enemies, uncertainty, self-doubt and fear, may not be working alone in making office survival a matter of anxiety.

The enemies of self-confidence represented by conflict of conscience, guilt and arrogance will not be affected by our achievements, or the comments of others. As examples, those three enemies can work by creating conflict of conscience over any personal motives for wanting to prepare the newsletter.

Further, they can create guilt about why some material offered by others may have been rejected. Finally, they can encourage us to arrogantly accept accolades for our preparation and success of the newsletter, when many other contributors should share that recognition.

It is only the internal development processes that can effectively overcome all self-confidence enemies as one. They develop, and deliver, self-confidence at the same time. Therefore to get the balance between the streams of self-confidence correct – and we will – it is important to explain how the internal development process works...

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