



THE CONFIDENCE RESET TOOLKIT

FOR WOMEN WHO ARE TIRED OF FEELING “NOT
ENOUGH”



@LEADTHESHIFT



INTRODUCTION

Confidence isn't something you are born with, it's something you build. Through clarity, courage, and small moments of choosing yourself, even when doubt whispers otherwise.

This resource is for women who carry a lot; work, motherhood, study, leadership, expectations, and the invisible load no one talks about.

If you know you are capable but still hesitate, shrink, or second-guess yourself, this is for you. Not to become louder or perfect, but to stand fully in who you are becoming.



SECTION 1

THE CONFIDENCE AUDIT

Where am I shrinking myself?

Circle any that resonate:

- I hold back ideas because I'm scared they won't sound "smart enough."
- I avoid applying for opportunities unless I meet 100% of the requirements.
- I downplay compliments or achievements.
- I apologise too much.
- I silence myself in meetings or group settings.
- I fear being seen as "too much," "too loud," "too emotional," or "not enough."
- I worry about judgment more than I trust my ability.
- I wait for permission instead of trusting my judgment.
- I delay starting because I'm waiting to feel "ready."
- I minimise my needs so I don't inconvenience others.

REFLECT

What part of your life currently triggers self-doubt the most? (Work? Parenting? Study? Social spaces? Leadership roles?)

What is one thing you KNOW you've been holding back from?

Write it here:

SECTION 2

CONFIDENCE TRIGGERS

You can't change what you don't notice. These are common confidence triggers for high-achieving women:

- **Meetings & Group Conversations:** The fear of "sounding silly," being judged, or being overlooked.
- **Cultural Expectations:** Messages like "don't be too loud," "don't speak unless asked," "don't draw attention."
- **Motherhood & Mum Guilt:** Feeling split between roles, never fully "on top," always feeling behind.
- **Comparison:** Seeing others appear confident/put-together and assuming you are falling short.
- **Starting Over:** New job. New degree. New city. New season.
- **Visibility & Being Seen:** Speaking up publicly, sharing your work, leading from the front, or putting yourself forward, and worrying about scrutiny, criticism, or being "exposed."
- **Authority & Expertise:** Questioning your credibility, especially in rooms where you are the youngest, the only woman, the only parent, or the "new one."

REFLECT

Which 2-3 triggers affect you most today?

SECTION 3

THE CONFIDENCE REFRAME TOOLS

Confidence isn't about becoming someone new, it's about reframing how you see yourself in moments that matter.

Tool 1: The 60% Rule

Men apply for roles when they meet 60% of requirements.

Women wait until they meet 100%.

Confidence \neq readiness.

Confidence = willingness.

Write down one thing you want to do, even if you are only "60% ready":

Tool 2: The "I Am Enough" Evidence Bank

Your brain easily forgets your wins. This tool resets the narrative.

List 5 real moments that show you are capable:

Keep this list. Add to it weekly.

Tool 3: The 90-Second Confidence Reset

Use this before any stressful moment. When nerves spike, your body needs safety before your mind finds confidence.

Step 1: Plant your feet firmly.

Step 2: Breathe in deeply for 4 seconds.

Step 3: Drop your shoulders.

Step 4: Say quietly: "I belong in this room."

Step 5: Repeat: "My voice adds value."

90 seconds = nervous → grounded.

Tool 4: The Self-Trust Reframe

Confidence grows when you trust yourself to figure things out, not when you have all the answers.

Complete this sentence:

Even if this doesn't go perfectly, I trust myself to...

REFLECT

- One time I handled something hard before:

- One skill or strength I can rely on here:

SECTION 4

SILENCING THE INNER CRITIC

Your inner critic isn't truth, it's a habit. Write down one unhelpful thought you often hear:

INNER CRITIC SAYS:

Now challenge it:

TRUTH SAYS:

- What evidence proves this wrong?
- What am I forgetting about myself?
- What would I say to a friend in my shoes?

Rewrite your new statement:

Your mind will believe whatever you repeat most.

SECTION 5

THE SPEAK-UP SCRIPTS

Here are simple lines you can use to build confident presence without force or fear:

In a meeting

- “I’d like to add a thought here...”
- “Another perspective to consider is...”
- “In my experience, what works well is...”
- “Here’s an idea we could explore...”

When you disagree (professionally & gracefully)

- “I see it differently, here’s why...”
- “Can I offer an alternative viewpoint?”

When you don’t know the answer

- “I don’t have that yet, but I can find out.”
- “Great question, let me look into it.”

When you need a boundary

- “I don’t have capacity for that right now.”
- “I can help with X, but not Y.”

Small scripts build big courage.

SECTION 6

THE 7-DAY BRAVE STEP CHALLENGE

Small steps build big confidence, and this week is your chance to prove it.

Day 1: Send a message you've been delaying to a mentor, a colleague, or a potential connection.

Day 2: Speak once in a meeting or group, even if it's one sentence.

Day 3: Practice boundary-setting. Say "no" to something small.

Day 4: Do one thing you are 60% ready for. Post. Apply. Ask. Attend. Share.

Day 5: Take 10 minutes for yourself, without guilt.

Day 6: Curiosity builds confidence. Ask one question you normally hold back.

Day 7: Confidence grows with acknowledgement. Celebrate one win from this week.



SECTION 7

COURAGE NOTES (AFFIRMATIONS)

Read these daily:

- I deserve to be here.
- My voice has value.
- I don't need perfection to make progress.
- I am allowed to take up space.
- I can do hard things.
- I choose courage over comfort.
- I am becoming stronger every day.
- I am allowed to try, even if I'm not perfect.
- My growth is worth the discomfort.
- I speak up because my perspective matters.
- I am building confidence one brave step at a time.
- I choose action over doubt, every time.



CONCLUSION

Confidence doesn't appear suddenly.

It grows quietly, through intentional choices, gentle self-belief, and showing up even when self-doubt tries to whisper otherwise.

- You don't have to wait until you feel ready.
- You don't have to shrink to fit old expectations.
- You don't have to be perfect.
- You just have to begin.
- Your shift starts with one brave step... and today, you've already taken it.



FILLABLE

THE CONFIDENCE RESET CHECKLIST

FILL IN THE CHECKLIST WITH SIMPLE DAILY ACTIONS THAT HELP YOU BUILD CONFIDENCE, SPEAK UP, AND SHOW UP AS YOUR BEST SELF.