

# SELF ESTEEM

## GUIDE



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# Foreword

Self doubt can be synonymous to paralysis. It can immobilize and disable you or prevent you from making strides in your life. Think of previous moments where you felt enthusiastic about your goals, but the momentum began to slow down as the time for taking the first step approached. You can hear the voice inside you saying, are you sure you can do it? What will happen if you mess up? As the days went by, your doubts decreased your ability to get the tasks at hand done. You feel pressured, stumped, and it seems that all eyes are on you. Extreme self-doubt is the main ingredient for losing your courage. This book outlines the behaviors that kill your self-esteem. This book also shows you the right approach to build your self-confidence.

## ***Self Esteem Guide***

# Chapter 1:

## *Self Esteem Basics*

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### **Synopsis**

Self-esteem refers to the opinion you have for your own self. If you feel you're competent and kind, good looking, or capable of doing things, this is a sign that you have high self-esteem.

But, if you have negative opinions about yourself and feel that you cannot do your tasks like others do or do not look good, you have low self-esteem. Sometimes, low self-esteem becomes the cause of anxiety and depression.

Therefore, self-esteem refers to how you think about your own self, how worthy you think you are and how much importance you give to yourself. It's not about bragging about yourself, but knowing that you can do your best, even if you're not perfect.

## **The Importance of Self-Esteem**

It's unfortunate that only a few people know the important role that self-esteem plays in their lives. The success that you have in your career depends on the effort that you invest in it. Also, the amount of effort that you invest depends on the level of trust that you have in yourself for successfully achieving your goals. Simply, if you do not believe in yourself that you will succeed, you never will. Besides, it's next to impossible to get better business opportunities or career promotion if you lack self-esteem.

Low self esteem is often the main reason for disappointments in relationships. People with poor self-worth often experience difficulty in getting along with their partners, it as well as affects their sex life. People with negative images about their selves often feel distrust, jealousy, and problems with intimacy. Some indications of poor self-esteem include the following:

- Feeling of extreme jealousy
- Loss of decision making abilities
- Feeling of not being respected and cherished by their loved ones
- Developing a sense of dependence on others even on simple things
- Always feel pressured while doing tasks
- Display of excessive anger over simple misunderstandings



- Too much worry
- Frustration
- Feeling helpless
- Poor performance at school or the workplace

It's extremely difficult to experience the joy of life if you have negative thoughts about yourself. If you always feel negative and have low self-esteem, you'll never realize your success potentials and you'll never feel happy in life. Even if things around you are perfect, you'll never have the chance to enjoy them if you always have negative ideas about your own self.

### **How Self-Esteem Can Change the Life of a Person**

A person with high self-esteem sees everything in a positive view and always feels confident and enjoys life. Even if hardships and difficulties come his way, he sees it challenges and never backs down. If you have high self-esteem, you'll feel confident.

You will not allow other people to treat you in the wrong way or take advantage on you. All people experience ups and downs at some point of their life and it is ok. However, this doesn't mean that you should back down and have low self-esteem. If you always have the feeling of not being worthy of something, you'll never have the courage to try new things and succeed in life.

If you feel that you have low self-esteem, you do not need to worry too much as there are ways you can get rid of it and build self-confidence. Jot down the things that make you feel good about yourself, the things that you have done, and the compliments that others have given to you and this will make you feel good about yourself. If you're an office person, stick notes to your computer or desk "I'm doing well" or "I can do it".

These messages will be absorbed by your mind. Everyone is gifted with the power to do great things. Everyone is worthy and see to it that you keep these things in mind. Soon, you'll feel confident and happy.

# **Chapter 2:**

## *Do You Complain?*

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### **Synopsis**

Did you know that complaining about things can severely damage your productivity, health, and life in general? People who complain about almost everything on a consistent basis are disposed to poor health, have shorter and less satisfying romantic relationships, and tend not to do well at school and at the workplace.

## **Why Do People Complain?**

Most people are not aware how often they complain as it becomes a habit. Like all habits, complaining becomes familiar and it tends to be invisible. Also, most people find that complaining is a good conversation starter. It is easy to find a common ground for complaining. On top of all, people complain because they seek validation for their beliefs.

You may think that by complaining, you're observing your surroundings. However, complaining is not making an observation or a creative act. Complaining reinforces your negative thoughts. The more you complain, the more you attract the negative thoughts about the thing that you're complaining about. Experts claim that when you complain, you're creating a map of what you perceive reality to be. Doing this makes you dwell on negative thoughts and supports things that you don't like. Complaining also hinders you from doing actions. It can give reasons to delay things and keep you from achieving your goals. In fact, complaining is much easier to do than to find a solution for the problem.

People also complain to avoid responsibility. For instance, you arrive at work or at school late and your excuse is that the line at the pharmacy was way too long or the traffic was terrible, or the wait for the gas station took forever. Sure, these things happen, but you could have avoided these things if you would have been more prepared or left earlier from home.

People who often complain are at high risk of being trapped in a negative reality, which gives them more things to complain about. People who are constant complainers have endless reasons for their circumstances. They often say “I never really had any breaks”, “I always have bad luck”, or “Life is totally unfair”. People who always complain feel that their circumstances are unfortunate and beyond their control. However, this is not true. Their mindset on things needs an update as they have created their reality agreeing to their negative thoughts.

Although complaining is a negative attitude, it doesn't make you a bad person. It just puts you in a situation where you cannot live an exceptional lifestyle.

### **How to Break the Habit of Complaining**

Complaining is one of the biggest ingredients that will make you lose your self-esteem and courage. It takes away your confidence and makes doing things more difficult. Fortunately, there are ways you can stop this habit and manage your way of thinking.

- **Be Aware** – The first step to breaking this habit is to be aware of when you complain. Commit to observing yourself for the next twenty-four hours and when you realize that you begin to complain about something to someone, stop it.
- **Taking Responsibility** – Taking responsibility is another step to breaking this habit. Taking responsibility doesn't mean that you have to beat yourself up. It simply means that you are aware of the negative thoughts in your mind and you want to

make it clear that those thoughts are not you. They are only thoughts. When you accept that you create those thoughts, you can actually change them. Find some time to ask yourself about your positive intentions. Your answer will help you do the next step.

- **Focus on Your Goals** – When you find yourself complaining, take time to observe your complaint and think of the reason why you are doing it. What is it that you are trying to achieve by complaining?

Once you learn these things, you can learn how to replace your negative thoughts with positive alternatives. When the things that you want are clear to you, finding solutions becomes easy. You can determine the right actions to take.

# Chapter 3:

## *Do You Have Self-Doubt?*

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### **Synopsis**

Self-doubt is one of the primary obstacles in the way of living a fulfilling life. Extreme self-doubt is unhealthy for the soul and it drags down your spirit, prevents you from achieving your goals, and crushes your ambitions. Everyone has an inner voice in their head, telling them that they're not strong enough, not good enough, and incapable of doing the things that they desire to accomplish. This feeling of incompetence or weakness stems from their childhood and tends to be ingrained in their overall being.

Self doubt leads to serious problems like depression and anxiety. It's no secret that these emotional disorders can turn to physical ailments such as chronic fatigue, high blood pressure, weight gain, and increased mortality to people with heart disease. It's important that you know the destructive power of extreme self-doubt. But, it's better if you know how to counteract this negative feeling, so you can enjoy a fulfilling life.

## **The Impostor Syndrome**

The Impostor Syndrome stems from extreme self-doubt during childhood. It is the inability of a person to accept success, regardless of the level they have achieved. A person will find it hard to accept even the highest achievement as they feel an irrational fear that the success might not be deserved. The outward signs of success are seen as good timing and good luck. A person with Impostor Syndrome feels that he/she has been deceptive and has made others think that he/she is more skilled or intelligent.

### **How to Overcome Self-Doubt**

Self-doubt is not a fatal disease. It's simply a negative attitude that you need to correct to allow you to live a fulfilling life. Here are the best tips to overcome self-doubt.

**Live Life in the Present** – Feelings of extreme self-doubt are often attached to the memories of the past. These memories will probably be about a time when someone told you that you weren't good enough or a time that you failed to accomplish something. If you keep on thinking about these things, you're only attracting the negative energy that fuels your self-doubt. Do not live in these moments; think about the person you are in the present time. Just because you could not accomplish something in the past does not mean that you cannot complete it in the future. Each day is a new start and a chance of doing what you really want for real.

**Trust Yourself** – Oftentimes, your worst enemy can be your own self. If you keep on thinking that you are not good at something and



cannot do the things you want to do, you will never even try it, and you will be stuck where you are right now. You need to have strong faith in yourself. You need to constantly tell yourself that you are capable of achieving your goals.

**Counteract Your Negative Thoughts** – There are times that the negative voices in your head tend to be stronger than the positive voices. When this happens, try to neglect them, and make planned efforts to concentrate on the positive voices. When you have a feeling that negatives thoughts are coming, remind yourself about your strengths and the traits you like about yourself. Think of all the things that you have achieved on your own in the past and this will make you proud of yourself.

**Discover the Source of Your Self-Doubt** – If you constantly tell yourself that you're not good enough, you need to know the cause of the problem. Where does your self-doubt originate? What was the event that made you harbor this feeling? Once you have identified and understand the source of your self-doubt, it will be easier to eliminate your negative thought patterns.

**Spend Time with Other People** – Your family and friends are your primary source of strength, encouragement, and reassurance. When you have strong social support, you can get rid of your negative thoughts about yourself. Even strangers can be surprisingly helpful in getting rid of your self-doubt. Simply expressing your doubt to a complete stranger can make you realize how illogical your negativity can be.

# Chapter 4:

## *Do You Lack Bravery*

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### Synopsis

Bravery and courage are qualities of a great person. Simply, they creates greatness. Do you have them? Do you lack bravery? Lack of courage can limit you from doing things and living a fulfilling life. Without courage, you'll suffer more. Your life can be great if you have bravery.

Have you ever felt that lack of courage is holding you back from reaching your dreams and goals? When you think of reaching your dreams, do you feel that you don't have what it takes? Bravery is an advanced skill in life to use to overcome a lack of self-confidence. But, what kind of courage do you actually need?

If you feel that you lack courage, don't assume that your feelings are based on personal inadequacy. There are lots of reasons why courage is an issue in life and many of them relate to conditioning. Society teaches people to have doubt in their hearts. All of this is part of the conditioning process, designed to make you dependent rather than independent.

## **How to Build Courage**

The good thing about lack of bravery is that you can learn to be braver. Proof of this can be found in any instance of overcoming fear. But having courage doesn't mean that you need to ignore fear because that is ignorant. Courage is all about finding the strength to move forward with the presence of fear.

Learning how to be courageous doesn't mean that you're not afraid. Simply, it's learning to do things despite the fear that you feel. Here are some tips you can use to overcome your lack of bravery.

### **Don't Fight Your Fear**

Being courageous means doing things despite the presence of fear. Fear is the body's natural response to the brain's flight response. The brain sends cortisol to the nervous system causing the body to go into a state of hyper-drive. Bravery, fearfulness, and courage are learned behaviors. It is based on your brain's chemistry and strengthened by the world that surrounds you.

If you fight fear, it will make you stronger. If you suppress negative emotions, they will only heighten the negative emotions and fear. The more you avoid them, the more they become stronger. On the contrary, exposing yourself to your fears can make you train your brain to be desensitized to them and allow you to face them easier. Do not hesitate as this will only result in excuses that will stop you from facing your fears. If you are about to ask someone on a date, catch a spider, or jump out of an airplane, do it without hesitation. After you

have dealt with your fear, you can reinforce your success by treating yourself to a reward. This can be a break from interacting with other people or a physical treat.

### **Talk to Your Family and Friends about Your Fear**

Talking to someone about your fears can help you articulate the source of your fear and realize that it really isn't as scary as they thought. You can pay a licensed therapist a visit if you wish to seek professional advice. If not, there are websites and online forums where you can talk about your fears anonymously.

### **Be Mindful**

Mindfulness means that you must be present in the world, both outer and inner. It can help you train your brain to deal with your fears in more effective ways. Mindfulness can be learned by doing meditation. Meditation can make you aware of both your mental and exterior state. When you feel that you are overwhelmed by fear, simply remember the practices that you have learned from meditation and mindfulness and this will keep you stronger than your fear.

### **Get Out of Your Comfort Zone**

The mere thought of stepping out from your comfort zone takes a lot of courage, and doing so can lead to anxiety. But, this is one of the best ways to learn courage. If you keep on doing the same thing every day in a routine, you are in your comfort zone. But, if you do things that you don't normally do, it can help you cope with the unexpected things in life and this is the time when lots of fear comes over you.

# **Chapter 5:**

## *Seeking Permission*

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### **Synopsis**

Early in your life, you learned to follow rules and discovered that there are circumstances where you must obtain permission to do the things that you want to do. This begins at home when you need your parent's permissions to stay up past midnight, to go out with your friends, and so on. However, now you are all grown up and you don't really need to get permission for many things. But occasionally you will still need to seek permission for something. You may need permission to arrive late for school or work or to participate in extracurricular activities.

Your life changes once you reach adulthood. However, you're still surrounded by situations where you need to seek permission and get approval to do the things you want. During your university or college years, you will need approval to enroll in your chosen path of study. At the workplace, you will need other people's approval to leave early, arrive late, or to be absent.

## **Stop Asking for Permission**

The permission-seeking processes exists also in people's lives who need licensing. In such situations, you need to seek formal approval to engage in activities like getting married, driving your own car, owning a dog, building a garden shed, and so on. The world the surrounds you has made you accustomed to seeking permissions for activities that made it difficult to recognizing the occasions that do not need the approval of others. In fact, there are times when outside consent is not needed. People need to find ways to give themselves the permission they need to do something.

This can be the case when we use you age to give yourself permission to do certain things or activities. People also use the number of faults in their current workplace to give themselves consent to leave and look for new employment that interests them more. People also use their family obligations or the demands of their work to give themselves permission to turn down invitations for events that they don't care to attend.

It is highly important that you recognize the situations that you don't need outside approval to do. Go ahead and feel free to proceed. It is doing things you want without seeking permission from others that lifts your confidence and increases your enjoyment of life.

You do not need permission to live the life you dream of. In reality, you are the only one who can give approval to your life anyways. You are responsible for the majority of things that have had happened in your life. If you complain about your current job, who do you think

applied for it? If you want to quit your job, who do you think will decide to do it? There are great doors and opportunities out there waiting for you, but only if you choose to take them. You can blame your family obligations, workloads, and other things in your life for not reaching your goals, but it's actually you that's getting in your way.

You have been taught to submit yourself to living an ordinary life while hiding your true self. But, living this way will not allow you to enjoy life. You only live once, so you need to do what you want and what you think is right for you. It's time to wake up and live the way you want.

There are two ways which you can live life. You can spend the rest of your life complaining about how the world seems to be against you, about your job, about how things could have been better if you have spent more time on it or more money.

Or, you can start taking responsibility for your life and begin to actually start living. What if you quit your job and try something different or what if you start your own business instead of dealing with your boss that sucks? Everything is up to you. It's your life, so you need to have fun living it. After all, the only permission that you need is from yourself.

# **Chapter 6:**

## *Faulting Others*

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### **Synopsis**

Some people start to blame or to fault everyone around in the event that bad things happen. While faulting others has become a common habit, there is not common reason behind it. There are many different reasons that make a person blame others. Understanding these reasons can help you deal with people who fault others or break your own habit of this if you are one of these people.



## **What Are the Reasons Behind the Habit of Faulting Others?**

- **Loss of Control** – Some people who lose control of a situation panic and try to restore their sense of control over the situation by faulting others. Fear can be behind the act of blaming others.
- **To Control Other People** – Some people who want to control others start by blaming them to make them feel that they have done bad things. If someone wants you do something on their behalf, they might blame you for changing your attitude or behavior. They will label you selfish, a snob, or arrogant. This is one of the common methods used by your friends to control you using blame.
- **Refusing to Admit Responsibility** – Some people cannot admit mistakes and failures, so they fault others to take responsibility for their actions. One common example is when you say that you were late to work because of traffic, while you could have avoided the traffic jam if you woke up earlier.
- **Unwilling to Accept the Situation** – Faulting others is common to people who cannot accept the things that have had happened to them. If they have learned how to accept events properly, faulting others will not happen.

### **It's Time to Stop the Habit of Faulting Others**

If you have the habit of faulting others, you can stop that habit through these tips.

## **Look for the Cause of the Problem**

When things don't work out the way they should, it's easy to be creative and find reasons to blame others. To avoid this, you need to learn to relax without thinking about why that situation happened. Tolerate uncertainty for a moment, as this will give you a wide perspective on the situation at hand.

Blaming others is not an effective solution of getting away from the situation. Relax for a moment to calm your nerves. Tell yourself "This is the situation at hand. Now, what is the best thing that I can do to resolve the circumstances?" Doing this can actually help you come up with a solution to the problem without having to blame others.

## **Keep In Mind that You Can Only Grow if You Accept the Feedback of Other People**

Learning where you made wrong choices is the only way you can develop and improve as a person. You will not observe progress in life if you love yourself unconditionally. You must learn the capacity to respond to the feedback that life has given to you, free from any distorting effects.

There is no shame in admitting your faults and blaming yourself, instead of faulting others for the mistakes you have made. In fact, it shows courage. It means that you are brave enough to face the consequences of the actions you have made. It can show the real strength of your character.

## **Learn the Habit of Admitting Your Mistakes**

What is your reaction when things go wrong? Do you find yourself feeling worked up or angry? Do you feel shocked? Do you immediately blame other people for your mistakes? If you always dish out the fault to others to escape your responsibility, you will become a negative person. As well, you will get used to this bad habit and this habit will be the cause of your sufferings over time.

But, it doesn't mean that you have to be quick to blame yourself. Let a moment pass before you admit to your family, your partner, or co-workers your mistakes. They will understand you and respect you for doing so.

## **Forget Faulting Others and Focus on the Solution**

If people feel that you blame them unreasonably and unfairly, they will resent you and a time will come that they will hate you. This can result in conflicts between you and your partner, colleagues, or business partner. Tell them that things have already happened and you need to focus on how to make things better.

# Wrapping Up

What is stopping you from relentlessly pursuing your great dreams? Could it be your circumstances? Are you holding back thinking that as soon as the situation changes, you will seize the opportunity to do what you really want? If you keep on telling these things to yourself, you might need to assess your situation. Could it be possible that there is something else holding you back? Is it fear? Is it lack of power and courage?

## **Why You Need to Own Power and Courage**

There are lots of fears that can influence you in deceptive and subtle ways. There are plenty of them that you probably do not even realize exist. Even if you realize your fears, you do not have the immediate courage to break through and take the necessary actions.

Sometimes, people unconsciously allow fear to stand between themselves and their greatest dreams. Sadly, people lose or abandon their dreams as they have allows their fears to block their path towards the things they desire to achieve. What's worse is that people rationalize their decisions with logical excuses.

This happens to many people, but it doesn't need to happen to you. Do not allow your fears to stop you from doing the things you think right for you and destroy your greatest dreams. With simple tweaks on how you view things in life, you can learn how to transform your fears to positive energy and use them to your advantage.

## **How to Develop Courage**

You can own power and courage by shifting your focus onto the things you stand to gain as well as lose from a situation. Doing this can actually change your perception of your current situation. This simple shift of focus can actually leave you feeling more empowered to take action and be courageous.

Many people have the habit of always seeing the negative side of a bad situation. If you think like them, if you focus on seeing how huge the problem is, rather than seeing the potential benefits it can provide, it will stop you from taking action to solve the problem. If you focus on the potential losses, you will create fear that will further add to your negativity.

If you have this kind of mindset, your desire to move toward your dreams will not give you enough courage to overcome your fear and take necessary actions. As a result, you will hold yourself back and end up accomplishing less than what you are capable of.

You may find it helpful to make a list of the feats that you have to try to overcome. Simply, put yourself in the situations that you fear. In each situation that leaves you with the feeling of fear or makes you hesitate, evaluate the exact thing that's holding you back. Why are you afraid and what is it that you are afraid of? Are those things likely to occur, or is there only a slight chance?

Get another sheet of paper and list down the benefits of overcoming your fear. Try to be as optimistic and as specific as you can. Keep in mind that the fear will strengthen your focus on the negative

possibilities and it will make the benefits less important. This means that you need to work harder to emphasize the positive benefits of overcoming your fear.

Looking at the two sheets of paper, you can determine the valid reasons to move forward. Should you decide to hold back a little longer, it's your decision and there nothing wrong it as long as you do not allow unrealistic fears to rule your life. If you decide to take action and move forward now, you still need time to work on building your courage before you act. Remember that getting into the situation that you fear will make you feel more stressed. So, you need to create a plan of how you will execute the things that you really want to do.

Remember that the core of courage is determination. You can only own power and courage if you are determined to conquer your fear with no hesitation or excuses. Good luck!