

FREE RESOURCE



# FROM GOOD GIRL TO **CONFIDENT LEADER**

5 Steps To Reclaim Your Power

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# BEFORE WE START...

I'm thrilled you've taken the step to claim your confidence. I know what it's like to feel stuck, but I also know the power of taking control and transforming that doubt into unstoppable leadership. This workbook is here to help you do the same!

*Wish you all the best.*

*Maria*

# RECLAIM YOUR POWER: THE STEPS

1

CHALLENGE YOUR INNER CRITIC

2

SET BOUNDARIES WITH CONFIDENCE

3

CELEBRATE YOUR WINS

4

SHARE IDEAS CONFIDENTLY

5

BUILD YOUR SUPPORT SQUAD



*Have you met  
Maria?*

Maria Wandelstam - executive coach and a former global L&D leader who been in corporate for 27 years, who helped leaders all over the globe to take their leadership and career to the next level.

***"I don't do cheerleading. I help professionals get results by treating their career and rebrand like a business strategy, not a hobby."***



## STEP 1

# Challenge your inner critic **Flip the script**

Limited beliefs are holding you back while empowering beliefs can help you **achieve your goals** and move forward in your career.

Your first step is to identify 3 limited beliefs and then flip the script by rewrite them as empowering statements.

### Examples of limited beliefs:

- I'm too young to be a manager
- I'm not smart enough to solve the problem
- I don't have the skills to run the project

### Examples of empowering beliefs:

- I'm learning as I go
- I'm good enough and ask for help
- I believe in myself

A woman with dark, curly hair is smiling and looking towards the right. She is wearing a light-colored, possibly beige, top. The background is slightly blurred, suggesting an indoor setting.

## STEP 2

# Set boundaries with confidence

## Start saying no

Every time you saying yes to something that you don't want to do - you are saying no to yourself. Protect your time, your personal brand and your career by **master the art of saying no.**

Your second step: identify situations where you need, or should, say no and identify how you should respond and act. Remember to use assertive yet respectful language.

### Situation A (example):

- A colleague asks you to take on extra work and your plate is already full

### How to respond:

- I can't take on this task right now, but I can help brainstorm a solution

### Situation B (example):

- Your manager want you to step in to help a project I can't take on this task right now, but I can help brainstorm a solution.

### How to respond:

- I'd love to help, but my workload is full. Can we delegate this or revisit the timeline?

## STEP 3

# Celebrate your wins

Celebrating achievements builds confidence and combats Imposter Syndrome.

In step 3: create your own “Brag File” and acknowledge all your wins - big and small.

What have you learned and/or why was this win important?

Take time to reflect over your next step.



| Date   | Achievement/Win                    | What I Learned/Why it Mattered  | Next Step                              |
|--------|------------------------------------|---------------------------------|----------------------------------------|
| Oct 13 | Said “no” to non-essential task    | Protected my time without guilt | Practice saying no in other situations |
| Oct 13 | Delegated task I usually do myself | Trusted team capability         | Delegate more challenging tasks        |
| Oct 15 | Took credit for my contribution    | Recognized own impact           | Celebrate wins publicly                |
| Oct 16 | Redirected unrealistic request     | Set healthy boundaries          | Communicate limits proactively         |
|        |                                    |                                 |                                        |



## STEP 4

# Share ideas confidently **Speak up and be seen**

Now is the time to identify upcoming meetings or events (in person or virtually) where you can contribute and have a visible role. Step 4: make a commitment to sharing one idea/insight in the meeting/event and set of time before for preparation and after for reflection.

Here is a pro tip: set of time before the meeting and prepare by answering the following questions:

1. What are the main topics of the meeting?
2. What are my goals for this meeting?
3. How will I contribute (comment, insight, ideas etc.)?
4. This is what I will share/say/present: .....
5. Who can I do a dry run/test my ideas with prior the meeting?

## STEP 5

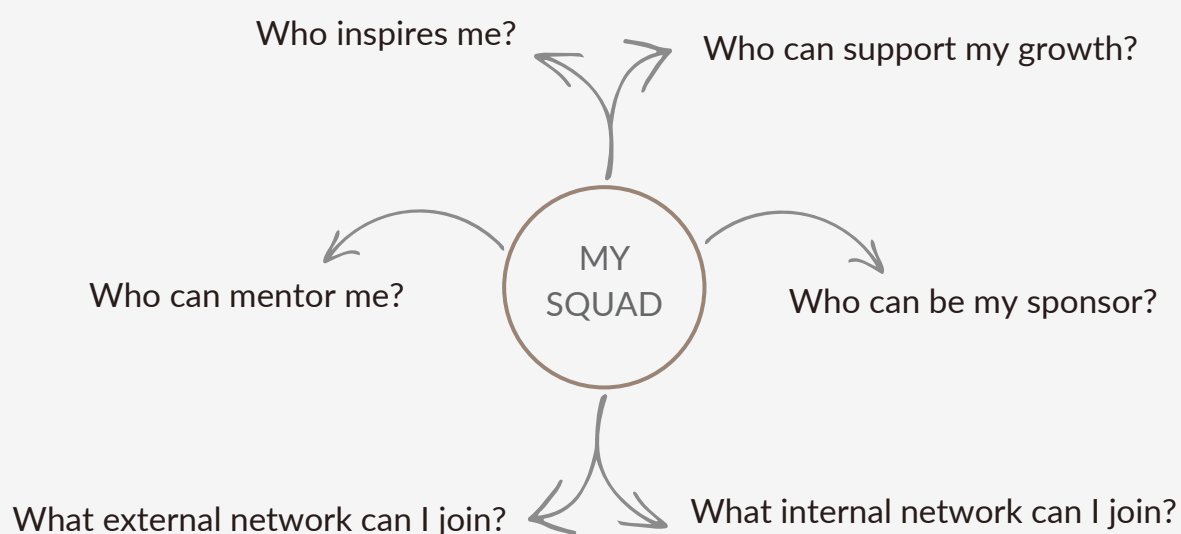
# Build your support squad



The final step: identify your support squad. They are the ones that will remind you of your value and call you out when you're slipping into old patterns.

Make sure that you create a plan for how you will take care of your network.

Anyone can build a network - you want to **build relationships!**





# AFFIRMATIONS

## FOR CONFIDENCE

Even if we know that we are amazing, sometimes we need to remind us of the value we have. Write down 10 affirmations, eg.;

- “I am capable of handling anything that comes my way.”
- “I deserve to be in the room and lead the conversation.”

*Your words are power and energy. keep them close by so you have them when you need them. I have mine in my mobile.  
:) Maria*



# REFLECTION QUESTIONS

Overcoming self-doubt takes time and you need to take time to reflect about your feelings and your actions. Take 15 min now and answer the questions below - and reflect over your answer.

What's one fear I need to **overcome**?

What would I **do** if I wasn't afraid of failing?

Who am I when I'm at my **best**?

# WANT PEOPLE TO SEE YOU AS THE **LEADER** YOU ARE?

Book a free strategy call at  
[www.mariawandelstam.com](http://www.mariawandelstam.com)

Executive Coaching for  
professionals and teams



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