



HOW TO
OVERCOME
ANXIETY
AND BE
CONFIDENT

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CONTENTS

INTRODUCTION – PAGE 2

Chapter 1 – **PAGE 8**

Chapter 1 – **PAGE 17**

Chapter 1 – **PAGE 34**

Chapter 1 – **PAGE 43**

INTRODUCTION

It is believed by most of the people that confidence is directly related to money. It depends on how much Money you have. If a person is rich he will be more confident than a poor one. But this is a totally, you had seen many people in your everyday life who is not rich but they behave confidently, that can be seen from their way of walking or by the way they talk, stand. It can be seen through their gestures. Instead of money, confidence is directly related to **How you treat yourself, what did you think about yourself and most important how you Behave around others.**

IN THIS BOOK WE ARE GOING TO COVER ALL THESE THREE ASPECTS.

Before continuing we should discuss how a non confident person behaves in this context. This kind of person behaves in a very odd way. They sit silently in a group of people show poor gestures they fold and interlock their arm and start sweating on their hands. It became easy to check nervousness of a person. This makes other person to show dominance because you invited them by your non confident behavior.

Secondly, they also treat themselves badly. They have very low self worth. Most of the time they Downplays or ignores their positive qualities, Judges themselves to be inferior to their peers, Uses negative words to describe themselves such as stupid, fat, ugly or unlovable, Has discussions with themselves (this is called 'self talk') that are always negative, critical and self blaming, Assumes that luck plays a large role in all their achievements and doesn't take the credit for them, Blames themselves or situation when things go wrong, Doesn't believe a person who compliments them.

They are also unhappy or unsatisfied with themselves most of the time, and feel awkward or incompetent , they also tend to be hypersensitive. They have a negative perception of oneself can have serious consequences. They are more likely to avoid interactions with others and are quicker to react defensively, cynically, or even lash out.

There are multiple causes that cause nervousness and anxiety.

Family Problems: There are many unfamiliar things happen in family that cause nervousness and anxiety. This is not done in a day. It takes many months or years to get wired in your mind. This is caused by divorce or fight between parents make the child emotionally ill. In this scenario child:

- Being severely disciplined, Being screamed at and ordered around
- Being disregarded
- Being belittled and told you do everything wrong
- Being given high but impossible expectations
- Being told that fortune or luck produces results, so helplessness is the outcome
- Being told that if you fail, you're no good, Being compared unfavorably to siblings or other children, Being neglected

Lack of social interaction: In the childhood Non confident people does not get engage in social gatherings. They try to find some private space and like to escape from gathering. They are not very socially active. They merely like to meet someone. They do not like to engage in games and always stay busy in using digital gadgets.

Bullying: this happens mostly in school. Children who are healthier or have high social status try to bully the weaker one. It is also done by some bad people over cyberspace. Cyber bullying is the use of technology to harass, threaten, embarrass, or target another person. By definition, it occurs among young people.

There are many other causes but all of them move around of these three.

This book is divided in two parts which tells different measures to overcome anxiety and be confident.

Physical: It includes all the gestures or actions done through body. As you all know that our mind controls our behavior. Body works on same way as mind guides it. If anyone feels anxious it can be seen from their actions. It is easy to estimate confidence level of a person through his body language, action they perform in public and by their gestures.

Psychological: this problem is deeply related to our psychologies. The main action should be taken on mind level that last for long. In the psychological part we will discuss what kinds of step that a person should take to overcome anxiety and become confident, it needs a lot of mental power and effort. To overcome anxiety at mind level you have to read this book many times when you feel anxious don't think anything start reading this book and also make short notes which you can revise easily.

Physicals

(Action Speak Louder Than Words)

Our actions are directly related to our confidence if a person is confident it can be seen from their actions. You don't have to tell anyone that you are confident. It is visible through actions and body language. You can easily recognize a person mental status by simple observing them.

There are many ways by which we can show our confidence. It can be seen in how we sit, how we stand and how we walk and most necessary how we dress up.

In this part you learn how the gestures and actions that make a person look nervous and anxious and also suggesting confident gestures.

This part is divided into two parts fort one tells about Low confidence gestures. Which include Eye Blocking, Lip Compression, Freezing, Flight and Rubbing response.

Chapter – 1

Low Confidence Gestures

Eye blocking

Eye blocking is the most common non verbal behavior that is seen in all non confident people. Person with eye contact anxiety may feel unable to look directly into other people's eyes when talking. They try to close their eyes by different ways. People do it when they are threatened and feel uncomfortable in a particular situation or around a particular person or maybe in group. People try to hide their eyes by hand or by looking other side. Below are some examples of eye blocking.



You must concentrate on yourself while talking to someone must try to look into eyes of people. Initially start it for few minutes and practice continuously until it become a habit.

Lip Compression

This is seen when a person is under stress and try to avoid some situation or people. When a person feel nervous he will try to hide their lip or by compressing with another lip or by teeth. Lip compression most commonly happen when a person tries to hide true intentions and fell inferior about it. For example, there is a group of people they are planning for a movie everyone gave their opinion about movie but this kind of person don't show their side openly and try to hide their intentions. Here are some example of lip compression.



You must try to avoid this behavior and we will discuss about how to convey intentions easily is psychological part.

Freezing

This is the most common behavior seen in parties and social gatherings; it may be shown by your friend in college party or by anyone other during gathering. The people who show this feel insecure or anxious in a particular situation. People show this when something unpleasant happen or they see someone whom they don't like. It happens because of social anxiety. People don't like to get social and get filled with unknown fear. When someone

freezes, their body is trying to protect them. They try to protect them from a particular situation. They will restrict their actions, they avoid any actions from body and try to find some private space. They also avoid standing and some place to sit. They don't move their hand while walking they may put them in pocket or hold something in it or sometimes hold one hand by other. They always look down while walking and their shoulders seen bent forward and It's not a conscious *decision*, but something out of anyone's control until they know about it and try to improve it consciously. You simply have to avoid this response.

Flight and Rubbing response

In this behavior person try to move out from a situation. They don't speak about this by themselves. But show signs from body, which tells they want to move from that situation. The person looks outside or door and show many signs from feet. One of their feet gets pointed on left or right side where he wants to move. Rubbing is very commonly seen among females. They do rubbing to get distressed. It makes them to look nervous to others. They touch their neck and try to hide their ample with hand. Sometimes they also rub forehead.

Look for some pictures below which show flight and rubbing response.

Talking

It Is very common to see that most of the people get nervous and fell low confident while talking. They always look down try to hide themselves subconsciously, they get bend forward and try to get out over that conversation, and they feel difficult to utter even few words. They make their face look very serious.

I am talking about physical in this part and tell about how to do conversation in next part.

So, while talking you should look straight into the eye of people and don't forget to smile, it is very necessary while what you feel doesn't matter, you have to smile and always smile. Always stand straight don't bend forward. I

will talk about posture briefly in next chapter. If it is possible you should cross legs while talking. This is the most common posture that is seen in movie characters while they are villain or hero. So, Must try it!

Torse Shield

When a person feels upset or fearful he withdraws their arm and cover their chest with it. This is done to shield themselves from and unpleasant social situation by covering chest by book, pillow or something else. Most of the times they cross their arms and hold tightly to use them as barriers. Look for example of torse shield.



This is the torse shield action person tightly cover his chest and tries to safeguard himself from that situation.

Weak Shoulder Displays

This is last one I am going to figure out. It is another one which is seen when nervous people are in Public place they raise their shoulders upward to ears and to make neck disappear. Such an Individual has very low confidence and highly uncomfortable around people. Children also show this kind of behavior when they don't completed their homework, they will seemingly sink lower and lower, and their shoulders rise higher and higher in a subconscious attempt to hide their heads.



Look at this person his shoulders are bent forward, he is trying to hide himself from a situation or from particular person or a group of people.

Hand gestures of Low Confidence

Nail Biting: Most of you are well known about this gesture and seen many people doing it. It may be on job interview, and or a crowded place. This action shows that a person is extremely nervous. Sometimes this sign is seen in high density and sometimes it is in low. If a person is sweating or showing any other signs that I discussed earlier then he is highly nervous and if it limited to nail biting then he is less nervous. So must avoid this action and I will suggest some action for every situation in next chapter.



Frozen hands: as we discussed earlier about freeze response it is similar to that. In freeze response person freeze full body try don't to make any action from body but in this only hands movement is restrained by person and no other action is blocked by him. If he is walking and see someone that he

doesn't like he will restrain their hand movement and don't stop any other part of body.



Look at this picture the person tightly holds his arms and avoiding any movement from hand. This person is not even comfortable to open his hands that shows he is highly nervous and anxious.

Interlacing Hands: When a person massages his fingers or palm and interlace fingers, it indicates a person who is in doubt, has low confidence, or is experiencing stress. Both gestures are excellent examples of pacifying behaviors meant to sooth underlying emotional discomfort and revealing the underlying anxiety.



Figure 3 this picture shows interlacing of finger and hands. This show a person is highly anxious. this is done in many ways sometimes only finger are interlaced only if propensity of nervousness is less.

Chapter – 2

High Confidence by Gestures

Confident Hand Gestures

There are multiple type of Hand gestures that make a person highly confident. This is very necessary to study hand gestures while talking about confidence through physical measures. As hands is the easiest way to observe anyone. When a person go for a interview most of the companies use camera to judge the interviewees. Before meeting anyone personally before talking even a word with you they judge your confidence level. Cops also focus on hands while talking, a person may lie from his mouth but hands always speak truth.

Before learning the best confident hand gesture you must learn that never try to hide your hands and always make hands visible to others. If you hide hands it leaves a negative impression to others about you. You have seen in many speeches that all of the speakers excessively use their hands to explain something. They don't speak just with their mouth their whole body speaks when they talk. You can easily understand what they are talking about without any voice. This is the power of hand gestures.

Leaders care too much about their hand gestures. I am giving you names of some leaders who always show this hand gesture and how it gives impressions. The name of the hand gesture is steepling.



This gesture is shown by almost all the greatest leaders of all the time. It is most commonly seen by American presidents. You have seen this action by the present president of USA Donald Trump. He always show this gesture in their press conference or while their meeting with other leaders. Apple founder Steve Jobs also shown this gesture and the Chancellor Angela

Merkel of Germany also shown this gesture. There is a endless list who shown this gesture.

Perfect Seating Positions

There are multiple types seating postures some of them are highly confident seating postures and other show nervousness and low confidence. First I am going to show you out the low confident postures. When people become nervous and anxious he tightly interlock his legs the chair legs and his hands always be on his palm. This is done to minimize the expose of body. The person tries to safeguard himself from outer situation subconsciously. This shows a person felling discomfort. Look at picture below that shows discomfort.

To get perfect and confident seating posture firstly your back must be straight, it shouldn't be bent forward. You should be comfortable with your posture and take your space don't get compressed in your own space if you are sitting on chair or sofa take your space and put one hand on side head of chair or sofa. This posture is commonly seen while travelling in public transport. People opt this posture to show dominance and as warning to not break their territory.

Body Language and Walking Style

There are multiple styles of walking, ranging from ample, steady walk, brisk walk and Nordic walking are some styles of walking. Some of styles are confident styles and make you look high status man and other are

completely miserable styles people look nervous and less confident about themselves. Walking style is necessary because you are going to be judged by your walking style. So to get a good posture and a pleasant walking style you need to stand against a mirror.

1. Stand in front of the mirror and then turn 90 degrees to the right or left. Take a perfect “side view” of yourself. Now look at the “ridge” that extends from your neck to the end of your shoulder. If you’re wearing a t-shirt, look at the seam that extends from your neck to your sleeve. That seam or ridge on almost everyone will be slanted forward. Move your shoulders back until that ridge or seam is straight - going straight from your neck to your shoulder. That’s the optimal position for your shoulders. Remember that position and remind yourself to hold your shoulders there as often as possible.
2. Next, looking into the mirror, with your shoulders back, raise your chin up until it’s at a 90 degree angle with your neck. Your eyes should be looking ahead now - straight into themselves in the mirror, or aiming straight at the horizon. Make the back of your neck as straight as possible with your back. Notice when you pull your head up like this with your shoulders back, your stomach naturally comes in, and your back naturally straightens up. This is what we want!
3. Now, look at your feet. They should be opened equal to shoulder. Your feet should be pointed ahead. If they’re pointed inward or very far outward, must do some exercise to realign it. Exercises videos are available for free on YouTube you can go for it. You must do some stretches for it you will get results in 15 days.

4. Now, it's time to walk. Hold the position you're in - shoulders back, head up, back straight, stomach in, feet straight - and then slowly step in front of you. As you walk, you want to swing your shoulders. This will create swagger and make you look more relaxed as you walk. I am repeating again don't look down or anywhere else only look straight. You want to be able to look everybody in the eye as you walk by them.
5. Finally, slightly swing your arms. If you don't swing them, you look robotic. If you have them in your pocket, you look ridiculous. Just give them a slight swing... to go along with your swagger.

Keep Practicing It consciously until your mind become comfortable with it and it will become a habit.

Perfect Handshake

There are several ways to do handshake but I am going to tell you the best one which you can do in every situation.

- Use right hand, a complete grip and a firm squeeze (but not too strong)
- Ensure fingers are under the receiving palm
- Position hand in a mid-point position between yourself and the other person
- A cool and dry palm, approximately three shakes, with a medium level of vigour
- Hold for no longer than two to three seconds
- Keep eye contact throughout

- Accompany with a good natural smile and an appropriate accompanying verbal statement

Looks

Many people told me that they are not confident because of they are not good looking. All of them have different problems some people said they are too short, other say they are too long. There are also some people who relate confidence with their skin tone. They feel themselves inferior because of different physical dimensions. But all of these are myths many of the successful people don't have all the perfections in their body all of them are lacking one or the other but they but they are still confident.

Your confident depends less on your physical dimensions and far more on how you dressing style, grooming and how you present yourselves.

So, if you are shorter or not that good looking that doesn't have any relationship with your confidence. Firstly, you have to dispose this thinking from your mind and learn that beauty comes in all dimensions. Don't feel insecure about yourself. You have to become the best version of yourself. Don't like other people who use physical dimensions as an excuse.

Now we will discuss how to be the best version of yourself by taking care of your dressing and by investing time on yourself.

How to Be Dressed

This is the most necessary thing which boosts up confidence and it can be done with a very little effort and time. This is most depends on what you are and where you are. If you are an executive of a firm you have to dress different and if you are a college boy you have to dress differently.

But there are few rules which is applicable in every sphere it doesn't matter for which designation or purpose you are dressing.

1. Wear Clothes that Fit

2. Choose good color for your Skin tone
3. Wear accessories

Clothes that fit

Mostly men like to wear loose clothes, that don't fit them properly. Men prefer comfort, so most of their clothes are too big. Another reason of wearing loose clothes because they are self conscious and try to mask their body. You should try to avoid this kind of loose clothes and wear clothes that fit.

I am telling how to select the clothes that fit you.

- 1. For Formal Wear:** If you are wearing a shirt, your shoulder seam should be extended to the end of the shoulder neither more nor less. If you find it not correct you should get measured and get your clothes altered. For pants it should be gently touch the top of the shoes should be longer than it. Your socks should match your pants not with your shoes.
- 2. For Casual Wear:** Don't forget the rule to wearing fitted clothes. Most of the people wear shabby clothes when it comes to casual wear people don't prefer ironing casual wear. It makes a person looks miserable. So try don't to wear shabby clothes. Some of the people wear sports shoes or formal shoes with casual wear that looks too odd so must avoid it and always wear casual shoes with casual clothes. Your socks matching should be done with your jeans and wear a collar t-shirt.

Choose good color for your Skin tone

You sometimes hear people talk about how blue is "their" color, or how they look awful in peach. What causes people to have flattering and clashing colors for their skin tone, and how do you

determine which colors are best for you? We'll tell you how in just a moment, but try to remember that these rules aren't set in stone. If you love a color that isn't the best for you, that doesn't mean you have to stop wearing it! Consider using it as an accent color with a belt, scarf, shoes, or handbag instead of wearing it head-to-toe.

1. Getting ready to test

To figure out your true skin tone, you need to look more than skin-deep. While the surface color of your skin can change with sun exposure, reactions to medication, or medical conditions like rosacea, your skin tone is actually determined by the undertones that come through. This confusion about undertones versus surface color is why sometimes we pick out foundation or powder that looks great in the tube but clashes horribly once we try it.

First, make sure your skin is clean and free of any cosmetics or lotions, which could affect the results. If you just washed your face, wait about 15-30 minutes until any redness from scrubbing fades. Make sure you use natural daylight to examine your skin tone, as artificial lighting can change the appearance of your skin's undertones.

2. Determining your skin tone

The simplest test uses a plain white piece of paper. Hold the paper up to your face and compare how your skin looks in contrast to the paper. If your skin looks yellowish, greenish, or light brown, then you likely have a warm skin tone. If your skin looks pink, rosy, or blue, then you have a cool skin tone. If your skin looks gray or ashen, then you are a neutral skin tone. If you have a skin condition like acne, rosacea, or if you are extremely tanned, ask a friend to use the paper test on the crease behind your ear instead, which is less likely to be affected by these variables.

Next, flip your hand palm up and take a peek at your veins in the hand and wrist. If your veins appear to be blue or purple, you have cool skin. If they appear green, then you have warm skin. If it's hard to tell one way or the other what color they favor, then you have neutral skin.

How does your skin react to the sun? People who tan easily instead of burn usually have warm skin tones. People who burn rather than tan usually have cool skin tones, although sometimes women with dark ebony skin that doesn't burn can also have cool undertones. People who are neutral may fall into either group with regards to tanning or burning, but neutrals will not have any obvious appearance of olive, yellow, or ruddy skin.

3. Colors for warm skin tones

If you've got warm skin tones, you join the likes of Claire Danes, Jessica Alba, Kim Kardashian and Beyoncé. For you, the best colors are rich reflections of nature. On the warm side of the color wheel, you should turn to red, peach, coral, orange, amber, gold, and yellow. You also should look great when you wear "warmer" versions of cool colors, like olive, moss, orchid, and violet-red. Neutrals those are best for you include taupe, cappuccino, cream, and mushroom gray. Avoid chilly colors like icy blues or jewel tones like sapphire or amethyst because they can wash you out and make your skin look gray.

4. Colors for cool skin tones

If you have cool skin, your celebrity look-a-likes include Cate Blanchett, Nicole Kidman, Mindy Kaling, and Lupita Nyong'o. Your best colors are on the cool end of the spectrum and are inspired by both the depths of the ocean and the depths of winter. Bright blues, emeralds, and deep purples

will look great, along with frosty shades of lavender, ice blue, or pink. On the warm side, you can turn to ruby, bright rosy red, or super-pale yellows. With neutrals, you can rock cool gray, bright white, and navy. Try to avoid orange, tomato red, and strong yellows, which can clash with your skin completely.

5. Colors for neutral skin tones

Your neutral coloring puts you in an exclusive club with Julianne Moore, Angelina Jolie, Julia Roberts, and Kerry Washington. As a neutral, you can wear anything on the color wheel — but it's typically best to go for softened or muted versions of a color instead of the brighter ones. Choose colors like dusty pink, jade green, corn silk yellow, or lagoon blue. For neutral colors, turn to off-whites, coffee, mid-range grays, and black. Oversaturated colors like electric blue and magenta can overwhelm your neutral skin tone, but there's one big exception to this: never be afraid to wear a bright, true red — you will look amazing.

Accessories

1. Rings

Rings are the one of the best way to be stylish and I don't require too much money. You don't have to be so obsessed for silver or gold ring. Just go for a artificial ring of various types according to your outfit. Don't wear too much ring wear only one or two not more than that. If you don't like to wear ring in finger than must wear thumb ring.

2. Eye Wear

Eye glasses are necessity if you want to be look extraordinary. It makes a person look mysterious in a good way. People judge you as a high status man. But don't go for very dark glasses they completely hide your eyes. In spite of this wear some light black type shades in which your eyes will be visible partially.

3. Ties

Most people think of ties as only for office wear. Ties can easily be worn in a casual setting though. Keep the conservative silk ties for business meetings. Experiment with rougher textures or interesting patterns for more casual wear. Wool knit ties are always an interesting choice when you want to dress up, but still have fun with what you're wearing.

4. Bracelets

From the last few years bracelets are regaining their popularity. Nowadays many popular brands in fashion industry also came with latest designs. So take it as a option if are you are comfortable with it. Must try kada which is not too much expensive and give a royal touch in ones personality.

5. Belts

Belts are somewhat simple, but it will add a grace to your personality. A belt must be off same color of your shoes and jacket. You will found yourself not complete if you don't wear a belt so must include it to your outfit.

6. Wallets

First and foremost: wallets are used to hold money. Fashion is a secondary purpose. Stick with leather of some sort. Chunky

or bulky wallets are fine for casual usage, but slim wallets are best for more formal wear. The most popular colors are black, brown, and oxblood.

G. Watches

Almost every man owns a watch. Most like to wear digital watch or smart watch. But that are not much good looking as a analog watch. A watch must be a watch not an mobile phone. Digital watch are only suitable if are wearing it for tracking purpose otherwise always wear analog watches.

Fitness

To become Confident you have to take care of your fitness. It is a necessity that a person should be physically healthy to get mentally fit and confident. There are many ways a person becomes physically healthy and fit. You can lift weights, take care of your diet, join a dance class or do cardio.

If you have any problem with your weight you must a Gym. It is the only place where you can increase or lose your weight. Some people suggest that do exercise at home believe me that don't help you. You must have to lift weight and work through machines in order to gain or lose weight. There are many other benefits of joining the gym.

1. First of all you will meet many kind of person there and you will also talk to them this will develop your communication skills and you will get confident as you get socialized.
2. Secondly, you can ask your coach about your nutrition diet that you should follow. So you get a personalized diet chart.

3. Regular exercise helps build confidence by improving our body image. While exercising you're likely to strengthen and tone your body, and seeing these results can greatly improve your self-esteem and help you feel better about the way you look.
4. It gives you a sense of accomplishment. You will feel confident and it will boost your self worth when you accomplish a goal. If you lose 5kgs of weight you feel good in talking with others because you have an accomplishment in your pocket.

Psychological

This is the topic that should be widely discussed and we will try to address the most important topics that have positive and negative effects on a person's life. And I will show you how to overcome anxiety and gain confidence rapidly. But before starting you all have to take a pledge that I will surely overcome anxiety and become confident no matter how much hurdles will come in my path I will never stop moving on this path. If you don't do anything your life will go as it is going and think how it affected you in the past and also affecting in the present. It will motivate you to get rid of anxiety rapidly.

Chapter – 3

Live In Present

“The secret of health for both mind and body is not to mourn for the past, worry about the future, or anticipate troubles, but to live in the present moment wisely and earnestly.” --- Buddha

This is the most common problem among teenagers. They always think about their uncertain future and about the past good and bad things. For example: There is a party going on and a person is thinking about a past happening in which his friend scolded him and getting sad by thinking and same happen with future he always think about how he make other jealous who did bad with him in past. In doing so he will ruin his present. He will not enjoy the party in which he is and at the end of the day he will never get his past back and nor the future and this process goes on continuously.

It is my humble advice to all of you who are reading this book this is the first thing you have to correct before going further in this book.

For doing so you must be conscious about this problem. The main reason why people don't correct it because they start enjoying their future and don't move out of it. When you go out of line, try to get back to present and do it continuously until this problem get solved.

Self selection of Living

Another biggest problem seen in non confident people nowadays is they will not according to themselves. They try to find out validation from

others. This kind of people always tries to get settled according to others standard. They try to hide their emotions and alter himself that other wants him to do. For example, there are 5 persons planning to play a game and everyone is suggesting basketball and the non confident person wants to play football. In this situation he will not put his choice in front of others and this way he will alter himself in all situations while he is in a party or anywhere situation will be different but his answer and attitude will be same in all situations. They always try to be other and at the end of the day he doesn't come in any category. They themselves get insecure and also make others by behaving in this way.

So, mustn't try to alter yourself in any situation and must show your emotions openly. Don't try to be anyone but be in yourself treat yourself as the most important person on this world and be a king of your life and your emotions not a soldier. Take responsibility of yourselves and not let it go to others hand.

Work and Live for Yourself

People with low confidence always work on others terms they work as others asks them to do or as others like them to do. For example, If a non confident person wants to participate in a game he doesn't directly go and take participation. He always tries to convince and look for his friends or any other to participate.

They don't follow their own hobbies or passion. They try not to show his hobbies and feel inferior about it.

You must follow your own hobbies and passion. If you like to learn about technologies don't fuck around it just do it then no matter what others think, they like you or dislike you. You must be happy within yourselves don't try to get approved by others. If you are doing anything you must be one of the best who know about your hobbies. You must have a deep knowledge about anything you like to do. If you like to play music don't just listen to it must have a deep knowledge which type of music you like to listen and why it is good or bad from others forms and why you like it.

If you like to view movies or like to listen stories. Make a different taste of yours. Always read the top rated novels of all the time it will boost your knowledge. Always add book reading in your time table for at least half an hour.

It will help you to develop your own taste and not let you get settled on others opinion.

Meet as much people as you can

Most of the non confident people have a very limited quantity of friends. They are not too much socialized and this is one of the important reasons why a person feel nervous and anxious about others. They feel difficult to communicate to others. We will talk about communication in next chapter. Most of the routine of non confident people is same. They do these kind of things:

1. They go to study or work
2. They come home and unwind
3. They watch Television and use phone, this is how their week days goes on.
4. On the weekends, they hang out with the same 3-4 friends.

This is how their week and months end.

If you want to get confident you must have to change this routine as soon as you can. You must try to meet as much people as you can. You can join classes or go to bar if you are comfortable with it. Go for the sports events where you will meet large number of people and find your perfect place where you can meet lots of people and always got their. This is the most important part to get confident don't try to postponed it, think about it and do it. Meeting new people help you to judge yourself good or bad things and you can improve on them and become a confident man.

Don't be too sophisticated about money and Success

He sacrifices his health in order to make money. Then he sacrifices money to recuperate his health. - Dalai Lama

People nowadays are too busy in earning money and they directly relate success equal to money and don't feel happy at any of the time in their life. They feel themselves inferior when they meet a richer person and easily get nervous and anxious around rich people. They do all the things to hide themselves as we discussed in psychological paragraph. Money and confidence are two completely different matters. Don't combine both of them they will ruin your life as no outer force can do. In spite of this you must enjoy your life as it is going on now and work on yourself as much as you can, it develops your personality and which will helps you to get success. Don't think about money every time, but think about yourself as much as you think of yours and develop yourself your worth will also rise. Everyone on this world wants money but at the cost of their health at the end of the day they will never get money and nor the health. You must take care of your health it is important but necessity to get anything in your life. Always go for gym or do exercise for at least 1 hour a day.

Don't try to be liked by everyone

This is the biggest problem from which every non confident person will suffer. The people who have this problem will try to get liked by everyone. They always think about what others are thinking about him. They try to make himself too good so that he will be liked by everyone. He behaves in a very decent manner and tries to hide his real personality. This thing most happens with boys when they meet someone new or around the girls. They try to make others as happy so they don't talk too much and stay silent to not get fooled in front of others and so that he can hide their real

personality. This kind of behavior generates stress in the mind of a person who suffers from this issue. It will slowly start becoming depression. It should be treated as soon as you come to know about it. This is not such a big issue and you can come out of yourself very easily. To do this you must try to real in each and every situation. No one will judge you if you say something wrong or right. You must show yourself openly and boldly no matter others like it or not. You must understand that you cannot be liked by everyone in each scenario. There is more than 750 billion person on this earth so not try too hard to impress people it your life you live according to yours. If someone like you he will stay in your life if not why you should waste time to impress others who don't like you. World is a treasure hunt where you meet all kind of person and your task is to find best one who suits you. So start hunting best one.

Set boundaries

This is a very necessary thing that I think everyone should do. This involves setting boundaries according to your self esteem and self respect and don't let anyone to break it. It simply means making a list of things that you will and other that you not. For example, If a person make fun of yours, you simply don't think about any situation just tell him in front of all that I will not accept this you don't want to tolerate if anyone will break your boundaries.

For making boundaries take a pen and paper and make a list of all things which type of jokes u like on yours, what do u accept and tell others if someone tries to break them. Tell them others that I am not your superior and not inferior I am equal to you, I will not treat you as a superior and neither as a inferior. If you are ok with me then alright otherwise find other who will tolerate you. If you say this to anyone, he will either leave you or respect you. You have to be ready for both because it will be beneficial to you in both the ways. If he or she leaves you, you get a clear sign and it will save your time. It's good to walk alone in spite of taking someone on your back who is always hit on you. On the other hand he will respect you

because you respect yourselves. If you once let your respect goes into others hand he will treat you as badly as you can't even think.

So must set your boundaries everything in your life must come after it yourself respect must be your first priority and it can be done only by making rigid boundaries.

Apply 10 second rule

This is another problem that a non confident person faces. This problem is resistance of taking action. The person feels very difficult to make a move. For example, a non confident person saw one of his friend and want to talk to her or him. He will not go talk to her. He will always try to find a perfect opportunity to talk her and he will never find a perfect opportunity and the person whom a non confident person want to talk will leave that place. This thing happen with non confident in every sphere of life and he always waste their time to get ready or thinking about what to speak. It will make a person creepy. The main fear in these kinds of people is fear of stating conversation and fear of getting misinterpreted. All of you who are reading this book you must understand that as much as you think about others opinion you are fucking your life more. So don't think about it. Secondly, you must don't think what to talk when you see a person in the next 10 seconds you should go to her and introduce yourself if you are meeting first time and if you met her in past talk about that. Don't think about any magical words show your reality and tell them what you think they will either talk to you or leave you but both of these positions are better than not taking an action. If she leaves you get experienced and if she stayed and talked with you nothing is better than that.

Limit your Screen time

With the advent of internet most people try to solve their social urges by internet and avoid social interaction. It will completely kill the quality of life and the person gets too attached from mobiles and PCs. He can get any type of emotions in just one click if a person is sad he can get happy in just one click. But all these things happen for a short span and the person gets mentally ill and starts getting afraid of every problem. They start changing their emotions and don't work on themselves to solve a problem and it will make him afraid of person and situation. Secondly it waste a lot of time and, people starts getting too attached to phone. It avoid them to do and physical activity and they get physically unfit too. So if you are working on yourself to gain confidence you have to limit your screen time as low as you can. You must not use mobile phone more than two hour and if your are too addicted use for three hours but not more than that and decrease your screen time every week by 10 minutes until it comes under situation. And don't use for more than half hour in single time use screen in intervals. If you can control yourself must not listen that kind of songs that are emotionally attached to you. If you had breakup don't stay at home and listen songs but go outside and know yourself and meet your friends, enjoy by yourself.

Chapter – 4

Communication

In this chapter we will discuss on three topics.

1. What to communicate?

2. What's not to communicate?
3. How to communicate?

What to communicate

Be clear about your emotions

Most of the people nowadays don't know how to talk because they don't know about their emotions clearly or sometimes they suppress their intention and try to talk something different from their intentions which makes them blank and they don't know what to talk. This happens because they are not speaking according to their intentions it will make a clash between minds. Most of us are raised in such a way to express our emotions freely for whatever reason. It maybe because of our family situation, bullying and we up with habits embedded deeply into us.

You need to **positive and honest in your intentions** please don't think to manipulate anyone about what you want and what you are. Always be clear about your emotions.

Read below for perfect guide on how to communicate:

1. Become aware of your own emotions, motivations and life story.

You must know what you are feeling consciously and sub-consciously. Your must be completely known about what you are thinking at a particular time.

You must know about when you done extremely good in any field. In any exam or in any game or maybe in stage performance as a child you must be known about it.

You must also be known about your life story all about good and bad experiences. These are all the necessary things all people must know about

themselves.

2. You must lead the conversation by sharing your emotions, motivations and life stories.

Start the conversation by introducing yourself, I am serious about it. Many of you was thinking that is it work, but trust me you are not judged by what you speak, in spite of this you are judged by how u speak. For example, you spent a long time about thinking a word and when you gone to speak, you are not speaking confidently and not standing straight will doesn't matter what you speak you will not get positive response. So, don't waste your time on leaning some fucking lines. Must learn to improve on yourself. That's why I am not giving you the magical line in spite of this I want you to be a magician for yourself who can response according to situation not by just simple memorized lines.

3. Create trust by encouraging others to share themselves

Firstly share your emotions and develop a trust between you both by sharing your good and bad experiences. It will make others comfortable around you when you open of yourself, your true identity your good things and bad things. It will tell others that you are trustworthy person and they will also share themselves. This make a long lasting relationship between you both and it is extremely helpful for that fell difficulty talking to girl. They always just try to find some lines and start any annoying topic or stop talking which make you look creepy. So this is extremely helpful if you are getting difficult to talk with girl.

What's not to communicate

Don't blame anyone or situation

Most people nowadays afraid of whatever they were doing. If they do well they don't like to hide their good thing they don't like to speak about it openly and try to give credit to situation. On other side if they do something wrong they try to blame that thing on situation or someone else. They are afraid of taking their own responsibility.

So you must take your own responsibility, of your actions and of yourself. If you done something wrong admit it and if you done something good take credit of it.

Never Criticize

No one on this world feel confess are faulty. Out of 100 people 99 people will not think they are wrong most of the time. If you are going to tell others that they are wrong it will form a clash between both of you. There is no benefit of criticizing others. Because the person you criticize will not accept their mistake and start talking about scenarios and why they do it. It is very harmful because it harms the most valuable self respect of a person and you will lose a chance of making friends and unknowingly you will add another enemy in your list, which will not directly harm you but criticize you in the same way as you criticize them. This is more harmful than an armed enemy. They will become hurdle in your success path. Your criticism will not be able to convince others that they are wrong. So when you are up to criticize anyone recall your past experience when you done it.

You get too many opportunities of criticizing others, but when you let these opportunities gone you will feel better and this is the only opportunity you should let it go. You will save yourself from an enemy and he will become

your fan because you become the one who not criticized him and let him to save his respect.

Do you know anyone whom you want to change, good, It's a great thought, but it is good to start from yourself.

If you think irrationally and openly you will come to know, it's easy and beneficial to change yourself then changing others.

It doesn't matter how much your criticism is right or wrong. You will get into trouble when you do it. While behaving with humans we must understand that we are talking with emotional beings, who have their self respect and their own ego.

You must repeat this line every day, "I must not speak bad for anyone, speak good for everyone" and any fool can criticize and most of them do it.

Even the god doesn't judge before death, then who you and me to do so.

How to communicate

Give Importance

Everyone likes to get praised. Every people want to get importance. People are so greedy about it. If you can give it, people will remember you even after your death. This greed is not available in animals but humans have too much of it.

People start day dreaming in think in which they make themselves important and thinks and other are praising them. People are so greedy

about their praise so think how you and I by giving real praise to others can do a miracle.

Nothing can kill anyone ambition, than the criticism, I don't criticize anyone and believe in praising others.

Treat others in the same way as you want others to treat you. If you want people will praise you and you want people will recognize your talent, you don't want to listen fake flattery but you like to listen real praise. This is a human behavior and all of us want this. So we have to follow the simple rule, you should give others same think as what you want don't give criticism, but give praise a real praise. Don't be selective in doing this do this every time, everywhere.

So from now If you like something you should praise from heart.

We provide everything to our family, good house for living, healthy food but forget to give them praise that is equally necessary as food and shelter.

Children like to study from teachers who praise them and work better under guidance of that teacher in comparison to that teacher who scolds children, it also affects the children mentality and child gets fearful. So if you are a parent its your prime duty to praise children, when the make their first dish, or they done well in school. It will form a clash free relationship between parents and children.

But you must understand the difference between the flattering and praise. Flattering is that which is done for ulterior motive, anyone do this because you want something from them. But praise is real and it comes from heart.

When people are free they always think about themselves. If we decrease thinking about ourselves and start thinking about others good things, then we don't have need for flattering.

Real praise is like a gold coin that everyone likes. Everyone is better in some way from one another and you should learn that thing and praise about that.

Be interested in others

No one have interest in your life. So always talk in terms of others. If you want not to do a thing tell them how it is harmful to them. Don't talk about what you want, but always talk about how they get benefitted from that. From the birth to till now everything you done because you wanted something. So can we start thinking less about what we want and start thinking from others prospective too. It is not difficult and everybody can do it.

So, make a list how you can make others interested in what you want. Before jumping into any situation must think about others interest and how that can help you. Its more easier than any unnecessary talk.

We must have been able to understanding others point and we can see any situation from both the sides ours as well as others. It is very easy to do and all of us can do it.

No one is interested in how big you are even you are the richest person of the world. Everyone is interested in his or her life.

Everyone is interested in how big they are. No one is interested in what you want or what Americas president want, everyone is interested in what they want.

Most of the people always talk about what they want and don't talk about others side and always rant about themselves and try to fake others feel toady. They always try to show how big they are.

Those who can put themselves on others place they can easily understand others thinking.

But starting think from others side don't for the motive of exploiting others, it must have to be beneficial to both of you.

Make friends easily

You can make too many friends in two months by getting interested in others, that you can't make in 5 years if you want others take interest in you.

We all know many people who want that others take interest in them. And it is evident that they won't get succeed.

People don't have any interest in you, they don't have any interest in me, and they are always interested in themselves, morning, evening and all the time.

If you always try to make others interested in you, this will not let you to get good friends. This will let you to meet a selfish friend who come to you, solve their motive and leaves you.

Don't think that others are thick headed or fool, this will make you, always treat others equally whether you are talking to a beggar or a rich man you should not put comparison between them. And most of the successful people have this quality they treat all equally does matter what their designation is or where they exist.

Best way to do this is you must greet others everyday when you meet them. Your greeting must not be selective, it should be for everyone whether he is your boss or you are talking to laborer. You must treat them equally.

Children have this quality they don't have to read the book to know how to do it. If you really want to make friends you must have to change your mind and think positively. Have to leave selfish behavior and start caring of others. and believe me this require very less time.

You can do this by simply remembering the birthdates and wishing at 12:00 pm. It will show your interest in others and it serious takes no time. But have a huge effect.

When you take interest in others then others will also take interest in you.

Smile Power

Smile is the signal used to tell others. I am happy to see you.

When a person is depressed and he sees a smile, his mind start getting relaxed. That's why people prefer dogs as a pet because he gets happy and enlightened to see and you have to smile back.

But be real while smiling, fake smile doesn't work, we can understand difference between real and fake smile.

I am talking about real smile, a heart touching smile. This is that type of smile which comes from heart and reaches to heart.

Those who can give their smile to others can sell easily and their business runs smoothly. Smile is more powerful than frown.

If you are a businessman and have a sales business, it's better to take a less educated man with a good smile, in spite of well educated man with frown face.

Smile is too effective whether we can see it or not. It can be seen through our voice. Must, learn to smile while talking on phone.

Most of the people wake up and get ready and leave. They talk very few and always have a frown and anger on their face. They are counted as most boring people.

If you are ready to improve yourself, so be ready to smile. Start it from today, now where you are or with whom you are. You will see people get astonished when they see you smiling. You will feel good after giving your smile to others and always get a positive response a smile in return or greetings. You will gain too much happiness in just months that will be more than from a year.

Your surrounding will start getting positive. Smile at security guard of your building, smile at peon, in short smile at everywhere. There is no harm of smiling and anybody can do it.

When you start smiling, people perception starts changing. Those who think you as an angry person, you will soon get shifted in gleeful person category.

If you feel it difficult to smile, then you have to do this thing. When you get also sing songs, play vessel by mouth and behave like you are really happy. After some days you start feeling happy internally.

Happiness doesn't depend on your outer circumstances, but it depends on our internal circumstances, sadness and happiness doesn't depend how

much money you have or where you are or what you do. It is related to how think about it. Nothing is good or bad it depends only on your perception.

Smile doesn't charge anything but you get too much from it, those of get it will get richer and those who give it they don't get poor. No one as richer who can buy it and no one are as poor who can't give it.

Remember Names

Every person is more interested in his name than any others name. As my name is Simarjeet Singh and if someone spells it wrong it or if someone forgets it, makes me angry. Remembering someone name and spelling it correctly is a sign of belongingness. And forgetting someone's name or spelling it wrong is a sign of Standoffishness and negligence.

Some names are difficult to remember, especially when they are difficult to spell, most people in spite of learning to remember that names they start talking in short name.

If you are a business man and you forget people name easily it means you are forgetting the important part of your business.

Most of the time it happens we talk and meet and talk with people for some time and when they are about to leave we forget their name.

Remembering someone's is an art of winning, and forgetting it is an art of loosing no matter in which profession or job you are. It is applicable in all scenarios.

If you can't remember someone's name or it may bit difficult, then you should ask for their name again and while doing conversation repeat it multiple times. It is the greatest way to remember anyone name.

It helps you in every part of your life, if you meet them after a long time even then you will be able to greet them with their names.

After reading this book I want all of you must record a video or audio and post on YouTube. This will be your first step to get rid of social anxiety and confidence.

After publishing your video must share your video link to me on email: simarjeetsingh@gmail.com. I feel glad to share you on social media.