

The Confidence Code

by Katty Kay, Claire Shipman

A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

⁰¹ **Make one clean claim**

Choose a meeting, email, or conversation where you usually hedge. Replace the setup with one direct recommendation and stop after the sentence.

MON TUE WED THU FRI SAT SUN

⁰² **Run a small public rep**

Ask the first question, volunteer the update, post the draft, or make the request before you feel fully ready. Keep the risk small but visible.

MON TUE WED THU FRI SAT SUN

⁰³ **Keep a confidence evidence file**

For seven days, record one completed action that required nerve. Confidence needs remembered evidence, not just fresh pressure.

MON TUE WED THU FRI SAT SUN

⁰⁴ **Practice the ask without padding**

Say the number, boundary, or request out loud five times without apologizing, over-explaining, or shrinking the sentence.

MON TUE WED THU FRI SAT SUN

⁰⁵ **Debrief failure as data**

After an awkward rep, write what happened, what you learned, and the next move. Do not turn one imperfect moment into a character study.