

Life Skills Guide

Self-Confidence · Public Speaking · Time Management · Goals

jasperspace.netlify.app ✦ Your learning journey starts here

Life Skills Guide

Self-confidence, public speaking and the skills nobody teaches you in school.

1. Building Self-Confidence

Confidence is not something you are born with — it is built through small consistent actions.

Practical ways to build confidence:

- Do one small scary thing every day — confidence follows action
 - Stop comparing your chapter 1 to someone else's chapter 20
 - Celebrate your wins — even the tiny ones count
 - Change your self-talk — notice when you are being harsh to yourself
 - Stand tall — posture physically affects how confident you feel
 - Prepare more — confidence often comes from being ready
-

2. Public Speaking

Public speaking is consistently ranked as one of the top fears — but it is a learnable skill.

Before you speak:

- Prepare thoroughly — know your content inside out
- Practice out loud, not just in your head
- Record yourself and watch it back — uncomfortable but effective

While you speak:

- Slow down — nerves make you rush. Breathe.

- Make eye contact — scan the room slowly
 - Use pauses deliberately — silence commands attention
 - Gestures are fine — they show energy and belief in what you are saying
-

3. Time Management

- Write tomorrow's to-do list the night before
 - Use the 2-minute rule — if it takes less than 2 mins, do it now
 - Schedule your hardest task first when your energy is highest
 - Learn to say no to things that do not serve your goals
 - Weekly review — every Sunday assess what worked and what did not
-

4. Goal Setting

Use the SMART framework:

- **S — Specific:** Exactly what do you want to achieve?
 - **M — Measurable:** How will you know when you have achieved it?
 - **A — Achievable:** Is it realistic with your current resources?
 - **R — Relevant:** Does it align with your bigger vision?
 - **T — Time-bound:** What is your deadline?
-

5. Emotional Intelligence

EQ is your ability to understand and manage your own emotions and understand others. It matters more than IQ in most real life situations.

- Self-awareness — know what you are feeling and why
- Self-regulation — manage your reactions before responding
- Empathy — genuinely try to understand others' perspectives
- Social skills — communicate clearly and build genuine relationships

Want to work on your confidence, communication or life goals? Book a Life Skills session with Jasper Space today!