



CAREER COMPASS

Steer Your Career. Accelerate Our Mission.

Stop Doubting Your Skills at Work

Participant Workbook

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Introduction

Objective

- Upon completing this course, you will be able to understand what doubt looks like, and implement seven tips to stop doubting your skills at work.

What is Doubt?

Doubt is defined as calling into question the truth; or being uncertain, lacking confidence or exhibiting distrust. Doubt can also look like having an uncertain feeling or clinging to the idea that success is not likely.

Anyone can struggle with doubt. Most people will face doubt at some point in their lives. If not addressed, doubt can be very debilitating and can stop someone in their tracks.

What Doubt Might Look Like

- Hesitation
- Lack of Confidence
- Overthinking
- Indecisiveness
- Imposter Syndrome
- Timidity



Why You Might Experience Doubt

Here are some possible reasons that you may find yourself doubting your abilities:

- **Stress:** When we feel stressed, it can be harder to give ourselves grace or trust our own abilities
- **Isolation:** It's natural to struggle with doubt when you feel isolated, or like there is no one to talk to
- **Apathy:** Perhaps you feel detached from your work, which leads you to doubt your skills
- **Stretched Too Thin:** When we're juggling too many things, it can be easy to doubt that we're doing any of them well
- **Low Self Esteem:** Perhaps you struggle with negative feedback, and receiving it slows your momentum as you doubt your own capabilities
- **Inexperienced:** Imposter syndrome can cause doubt when we feel like we don't have the skills or experiences necessary to do the job.



Workbook Activity

How have you experienced doubt? What did it look like?

Seven Tips to Stop Doubting Your Abilities

Doubt can look different for different people, but it's something we all experience, so we have to learn how to deal with it. Here are the seven tips to stop doubting your abilities at work:

1. Assess Your Stage of Learning
2. Identify Stages of Competence
3. Add the Word 'Yet'
4. Anticipate and Take Charge Over Doubt
5. Focus Inward
6. Lean Forward
7. Envision Success



1. Assess Your Stage of Learning

The first tip is to assess your stage of learning. Identify where you're currently at with your skills and abilities.

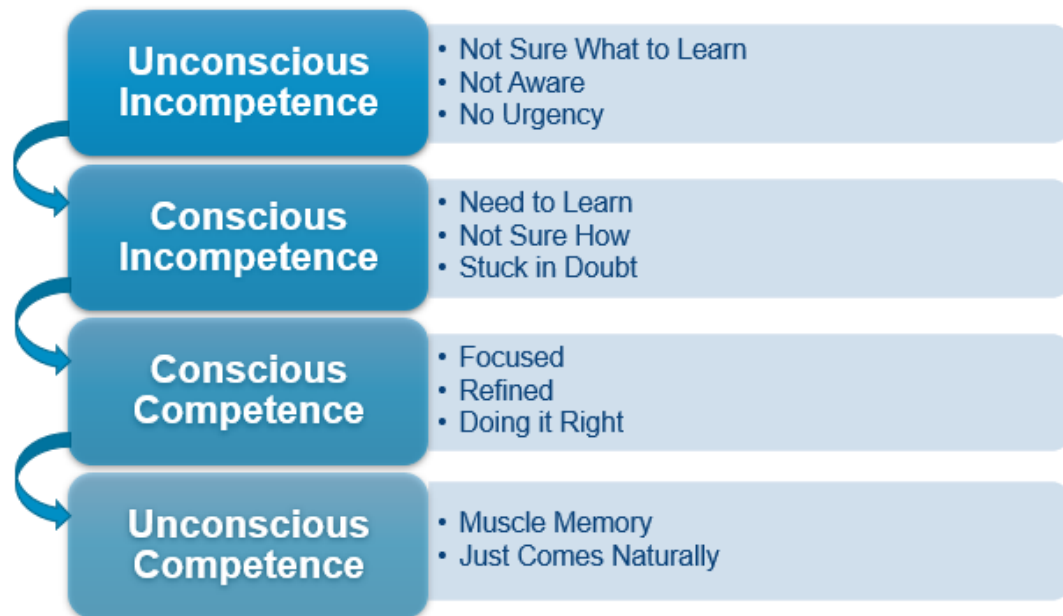
- **Are you lost because of doubt?** Think about the learning that needs to take place like it is a journey.
- Now that you've honestly identified where your skills are at, take a moment to **assess the origin of the doubt.**
- Ask yourself **"What is the source of this doubt and what am I lacking?"**
- **"Who can I call to help?"**
- **"Is this a skill I need or an expertise missing from my team?"**
- Ask yourself **how this would be solved in a perfect world.** Visualizing the ideal solution could send you in the right direction and determine what you should do next.



- Asking yourself the question about where to look and identifying the ideal solution, you should be better able to understand what this doubt is about and what you should learn from it.

2. Identify Stages of Competence

The four stages of competence describe the stages one undergoes when learning. Progress from one stage to the next by shedding doubt and move towards accomplishment.



Workbook Activity

What is an example of Conscious Incompetence? How can you move towards Unconscious Competence?

3. Add the Word 'Yet'

Development takes time and you shouldn't expect overnight success. Repeated failure may lead to doubt.

- Stay positive, you're not there 'Yet'
- Feeling defeated or over matched?
- Keep moving forward / progressing
- It's only a matter of time
- There's always room for improvement



Workbook Activity

How can you add the word 'yet' to an area of doubt?

4. Anticipate and Take Charge Over Doubt

Taking the offensive approach can help to proactively address doubt by positioning and advancing despite the changing environment.

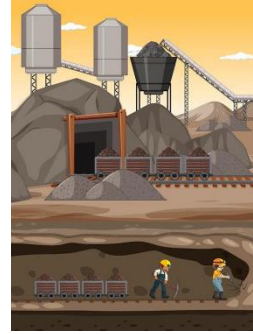
- See the field
- Plan your attack
- Watch your perimeter
- Control the center
- Think ahead
- Play aggressive
- Make your move



5. Focus Inward

Center yourself and focus internally to find motivation and fuel your self-confidence.

- Dig deep
- Positive mindset
- What will it take?
- Emphasize the long-term over the short-term
- Pilot your decisions on a small-scale



6. Lean Forward

Push through any adversity you come across as you charge up the hill.

- Surround yourself with positive people
- Row in the same direction
- Communicate early and often
- Pull in resources when needed
- Get in front of issues
- Give credit where credit is due



Workbook Activity

Think about what you wrote in your workbook earlier about the doubt you've experienced.

Now that you have a few tips in your toolbox, what do you think you could have done better to deal with doubt in that particular situation?

7. Envision Success

Envision success. What will it look like? Picture it as you curb your doubt and plan for a future where you overcome your obstacles and are successful.

- What does it look like?
- Who can help?
- What is the end goal?
- What could go wrong?



Case Study

There was a basketball team of ten-year-olds struggling with shooting free throws during regular season games. The children were doubting themselves, and it cost the team a few victories. The coach wanted to do something about this. So, the team was divided in half to try a new idea.

The first half of the team spent more time on the practice court. They were instructed to drastically increase the repetitions of shooting free throws every day for a half-hour over two weeks.

The other half of the team was told to sit in the same place and imagine themselves shooting free throws. They were told to think about how to hold the ball and the motions of their arms. What would the basket look like from the foul line? They were to do this every day for thirty minutes over the same two weeks.

The season went on, and the team played noticeably better.

After the season, the coach looked at the stats of the team and focused on free throws made after the change was implemented. Much to the coach's surprise, the half of the team that spent more time thinking about shooting free throws had a better percentage than those who put in extra time on the court.

Sometimes taking the time to envision what success looks like in our mind can help us improve significantly in the present.



Workbook Activity

How could mental preparation help to alleviate doubt? What could you learn from the basketball team?

Final Reflection

- What are a few things from today's session that will help you understand and identify doubt?
- What actions can you take now to stop doubting your skills at work?

Use the space provided to capture your response.

Contact Information

BD17 Contact Information: Write to us! We are always seeking to improve our learning and development products and encourage your feedback. Please email us with your suggestions and we will incorporate them into future work. Additionally, we are

available to answer any questions about the content you may have and provide additional resources to support your learning endeavors.

- NAVFACHQTotalForceDevelopment@us.navy.mil

Development Resources

Career Compass Resource Center: An online source of information that provides NAVFAC civilian employees access to professional growth and development opportunities.

- www.navfac.navy.mil/ccrc

To access more content specific to the **Decisiveness** competency:

- www.navfac.navy.mil/Decisiveness

Career Compass Catalog: an online tool which provides you with information to help you take ownership of your professional development. It identifies options to assist in planning and creating a successful career path within NAVFAC.

- www.navfac.navy.mil/ccc

Course Credit

You will receive credit for participating in this course. Email the address below. Make sure to include all the following information:

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Course Completion Code	9SGh9k

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