



*Self-awareness & self-efficacy*



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# Introduction



In this module you are going to learn what the terms *self-awareness* and *self-efficacy* mean, what is the difference between them, and how to practice them to achieve the best results and overcome uncertainty and fear of failure. We have prepared several best practices that you can use to improve your skills and work towards the goal confidently, as well as some additional material to make your learning process more fun and fulfilling. Time to start!



# Learning outcomes



Understand the meaning of self-awareness and self-efficacy, and why they are important to develop in your personal and professional life.



Learn how to develop confidence and skills needed to endure times of uncertainty, and not give in to the fear of unknown.



# Learning outcomes



Reflect on your short and long term needs and wants, and work on achieving those by implementing efficient goal-attaining efforts.



Get familiar with the practices and tools that can help you develop yourself to become more self-aware and efficient in your every-day work life.





Theory



# What is self-awareness?

- According to psychologists Shelley Duval and Robert Wicklund, self-awareness is *“the ability to focus on yourself and how your actions, thoughts, or emotions do or don't align with your internal standards. If you're highly self-aware, you can objectively evaluate yourself, manage your emotions, align your behavior with your values, and understand correctly how others perceive you.”* (1972).
- **Self-awareness means having the ability to interpret your actions, feelings and behaviors more objectively.**
- According to the Eurich Groups research on the topic of self-awareness, they recognize this importance in their preposition that *“when we look inward, we can clarify our values, thoughts, feelings, behaviors, strengths, and weaknesses”*. Their research shows that people with high levels of self-awareness are happier and more satisfied in both their personal and work life, and they are better at establishing meaningful relationships.



# What is self-efficacy?

- **Self-efficacy is the belief that one can carry out an activity or accomplish a goal successfully** (Self Efficacy and Why Believing in Yourself Matters, 2022).
- According to Bandura, self-efficacy is “one’s belief that they can perform well within the parameters of a specific situation” (1995). Self-efficacy, in his view, is a component of the self-system, which also includes one’s attitudes, capacities, and cognitive talents. This system has a significant impact on how we perceive and react to various events (Self Efficacy and Why Believing in Yourself Matters, 2022). Lent (2004) further explains that life satisfaction goes up when an individual feels confident in their personal capabilities and when their set up goals align with their personal values.
- In professional setting, self-efficacy and the increase of individual’s capabilities to succeed can further be enhanced by assessing 1) what they love to do, 2) what are their strengths or what one does best, 3) what the marketplace will pay for, and 4) what their conscience tells them is the best use of one’s time.





# Self-efficacy $\neq$ Self-esteem

Although terms 'self-efficacy' and 'self-esteem' can seem to have the same meaning, according to Ackerman's article (2022), self-esteem is more focused on "being" and perceiving yourself as capable, while self-efficacy focuses on "doing" and feeling like you are up to a challenge. These two often work in favor of each other, as having high self-esteem can improve one's sense of self-efficacy, and vice versa.



# Self-efficacy $\neq$ Motivation

The two terms serve as two different constructs, as well, but are deeply intertwined. According to Ackerman (2022), motivation is all about having a desire to achieve something, unrelated to one's ability to achieve the same thing. A person can nurture self-efficacy through their previous experiences and achievements, however, that doesn't exclude the proposition that when one is highly motivated, they are more likely to achieve set goals.



Watch this video to understand Bandura's cognitive learning theory of self-efficacy and motivation:



## Tips for believing & developing yourself (both personally and professionally):

- Work on your strengths the most - Instead of dwelling on the things we are not cut out for, it is better to discover the areas we are good at, and work on becoming the best at them. It is important to remember to use them to our advantage, since this will propel our confidence as we focus on using our best skills.
- Be your own coach - instead of only serving as a support system to others, it is very important to take care of our progress and seek out the tools and education to develop your talent.
- Search for help from your colleagues - Even the people we assume to be very confident are not exempt of weaknesses. They can, however, identify areas of improvement and be proactive about overcoming them. One of the things that could be helpful is to consult with your peers and colleagues when you find yourself in a situation you don't know how to deal with.



## Part 2 - Tips for believing & developing yourself (both personally and professionally):

- Stop comparing yourself to other artists/colleagues - you are your own person on your own journey, and you can't ever make assumptions about someone else's journey. Instead of comparing yourself to others and belittling your work, use your fellow artists' work as an inspiration. "There will always be people that are more skilled than you and you will always be more skilled than others"
- Stop setting too high expectations for yourself – stop spending too much time mulling over how many people will see your work, show up at your event, or what will they comment on social media. If a piece of artwork doesn't turn out exactly the way you wanted it, that is okay
- Make yourself visible - putting yourself out there is hard but do it anyway. Take up all the opportunities you get and put in effort to promote and push your work. The more you do it, the better you'll be at it, and you will rarely hear "no"



## Part 3 - Tips for believing & developing yourself (both personally and professionally)

- Make friends with rejection - rejection doesn't mean your work is bad or you're not doing something right, it just means you aren't quite the match for them. Reach out and ask for feedback to learn from it and improve your skills. Remember that more rejections mean you're putting yourself out there, so don't overthink it.
- Believe that you can, and you will - don't waste time thinking you are not qualified for something, or that you are just wasting time doing this. Identify which fears are rational, and which irrational, and remember that you are working here for a reason. Go over your past achievements or performance evaluations to get a boost of confidence you need. You can also try with exploring new work or educational opportunities, learning new skills or improving the ones you already have, or making new connections to uncover new opportunities.

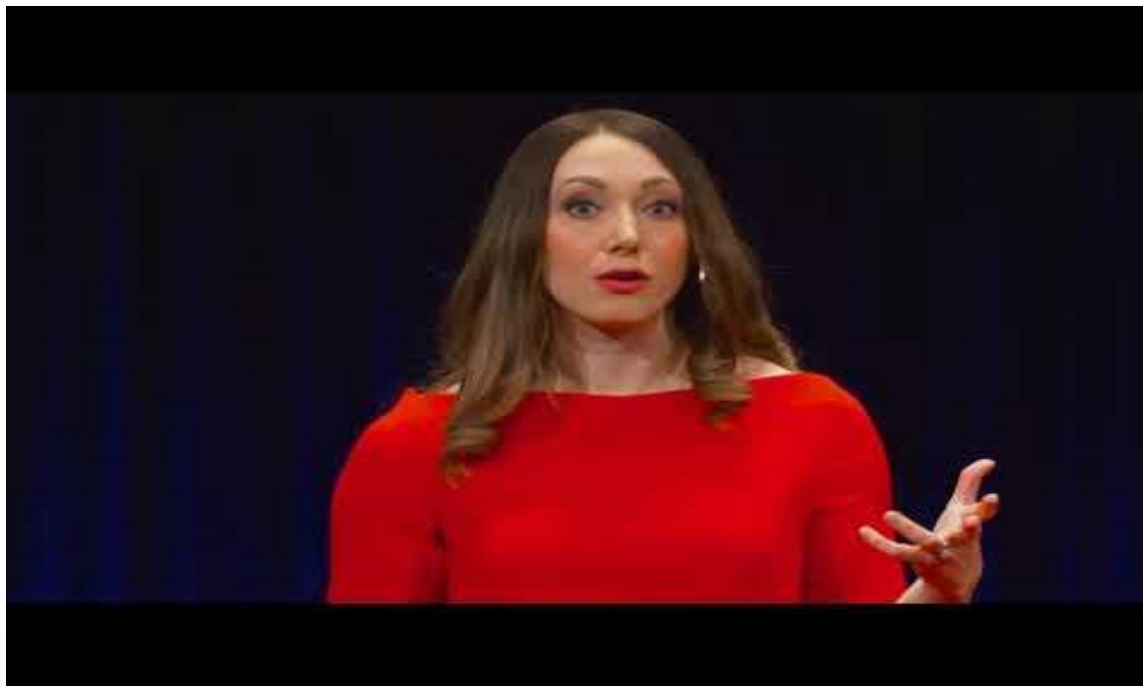




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DiGiPort

Watch this TED Talk to find out the easy way to  
increase your self-awareness and self-belief:



# Reflect on your needs, aspirations and wants in the short, medium and long term

As the Columbia College article (2019) describes them, “long term goals are the goals you set for your future, and short-term goals are an integral part of the planning to achieve them”. When it comes to long term goals, for those to be met, a lot of hard work, dedication and planning needs to be done. To do this, breaking them down into smaller, short-term goals that will act as milestones might be the best solution to reach the ultimate outcome. It is important to remember that we are bound to encounter some hurdles along the way. Failure, discouragement, rejection and too little time to do the task are just some of the most common problems that can negatively affect our self-confidence. This is where short term goals come into play, serving as a reminder why we are doing this, and keeping us focused. As it is mentioned in the article: “The secret of success is not just to keep moving. The secret is to keep moving according to a plan to reach a particular destination in life.” (2019)





# Make sure your goals are...

**S** – Specific

**M** – Measurable

**A** – Attainable

**R** – Realistic

**T** – Time-bound



# Tips for identifying and managing your goal-attaining efforts:

- Choose goals that are manageable - be realistic with your time-table, otherwise, you'll get overwhelmed and discouraged about your goals
- Identify benefits of your goals - make sure to change your perspective, and look at your main career objectives as positive and enjoyable experiences that will result in many empowering rewards
- Challenge yourself - go out of your comfort zone, push yourself further and enjoy the process
- Keep your goals in plain sight - make sure you can see them in front of you (be that in your journal, on the board, or your computer files) and update it daily with reminders



## Part 2 - Tips for identifying and managing your goal-attaining efforts:

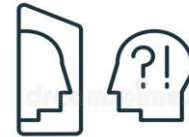
- Avoid procrastination and perfectionism - these two are great at stalling progress and success; replace them with striving to do better, and pay attention to when and why are you procrastinating or over-obsessing
- Reward yourself - take time to congratulate yourself when you achieve an aspect of your goals, no matter how small the accomplishment may be
- Go ahead with a positive attitude - creating art career goals can be very exciting and rewarding, each day is a new day to get more creative and formulate new ways of bringing your passions to life. Don't get discouraged, if one plan doesn't work, use your backup one.



# Identify and assess your individual and group strengths and weaknesses

There is a list of benefits that being self-aware comes with, and here is just a few of them:

- power to influence the outcomes of events
- becoming better at decision making and having a clear view of our missions and goals
- being able to understand from different perspectives
- getting rid of biases and assumptions
- building better relationships
- lower stress levels
- happier and more peaceful life



**SELF-AWARNESS**



# Believing in yourself in times of uncertainty



While experiences of success certainly make up a great portion of self-efficacy development, the chances of never failing are quite slim. It is good to acknowledge that those possessing a high level of self-efficacy are not only more likely to succeed, but they are also more likely to get back on their feet after failure (Ackerman, 2022). The difference between people who do big things and those who have original ideas but do nothing is not that successful people are more capable or brave, but that they go with them anyway. Successful people feel the uncertainty, and they are not immune to it, but they don't let the fear stop them. Uncertainty is always going to be there, so the best thing to do is learn to live with it comfortably. (Truant, 2011)



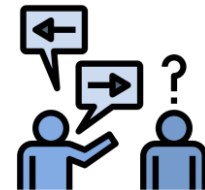
# Master the uncertainty with the help of these guidelines:

- Embrace it - As humans we are meant to grow, and growth is always preceded by something new and uncomfortable. There is no development without new and challenging experiences, and that is why uncertainty is our friend without which we will only stagnate. Think of obstacles in a playful way as if they were tests, then try to (a) systematically produce the most effective solution to the obstacle and (b) remain emotionally calm while putting your solution into action.
- Divide fear from uncertainty - Sometimes what we are fearful of may seem as an already existing uncertainty, but this could not be the case. Even though uncertainty often brings fear, the two are not the same. Make sure you see the difference and avoid mixing it up.



## Part 2 - Master the uncertainty with the help of these guidelines:

- Acknowledge fear and do something about it - Fear is not bad and it's here to warn us that something might happen, so we better prepare. However, it is crucial to not give in to fear and think it knows more about us than about our future. Fear can paralyze us completely, or it can inspire us to do something great and new.
- Expect and plan for the unexpected - With time and experience, you'll eventually get into the swing of things in the industry and start believing that you'll manage to create something original at any time. One way to prevent getting anxious about future is to prepare for worst-case scenarios and build if-then plans. Another one is to reflect on obstacles you have overcome previously, because then you will be reminded of your past experiences, as well as solutions you used to fix them that can be applicable to your current situation.



## Part 3 - Master the uncertainty with the help of these guidelines:

- Be courageous - Instead of hiding from fear and doubt, face them directly. When you find yourself worrying about the future, ask yourself what would happen if you sat and grew that fear, instead of trying to get rid of it?
- Show up anyway - Don't give in to the negative thoughts about things not working out for whatever reason and miss out on new opportunities and experiences. It is important to show up and make yourself visible because you never know - someone key to your future might be there, as well.
- Get support from people you trust - People in the spotlight can often struggle with self-doubt, which is why talking about it with someone they trust can be helpful. You can also seek friendship and support, as well as networking opportunities within your colleagues. You could get some helpful advice by connecting with people who share your interests and understand your struggles.





# Examples/Good Practices

In the next part of the course, we are going to provide you with some of the best practices when it comes to self-awareness and self-efficacy. You will be given different tools, guidelines and videos that you can use and find inspiration from. These materials will hopefully help you learn more about yourself and how to better organize your thoughts and feelings.



# Practicing self-awareness

## I. SWOT Analysis

There are multiple ways on how to practice becoming a more self-aware person, but what they all come down to is assessing your strengths and weaknesses first. While this is usually being used in evaluating the competitive position of the businesses, it can also be used for personal purposes to help you identify your strengths (what you do best), weaknesses (where are the gaps to fill), opportunities (what drives and triggers your best), and threats (what prevents you from being successful).



# SWOT Analysis – common practices

Michael's article (2019) suggests a few different tactics on how to identify these. One good thing to try would be creating two lists; one with the skills you consider crucial to succeed, and the other one a list with your strengths and weaknesses.

What may help guide you to easier identify the two is answering to the following questions:

- What am I good at?
- What have others complimented me about?
- What have others had to help me with on more than one occasion?
- Which projects and tasks seem to drain my energy?
- Which projects have I spent hours on without getting tired?
- What are my hobbies, and why do I like doing them?



# Practicing self-awareness

## II. Getting feedback from trust-worthy people

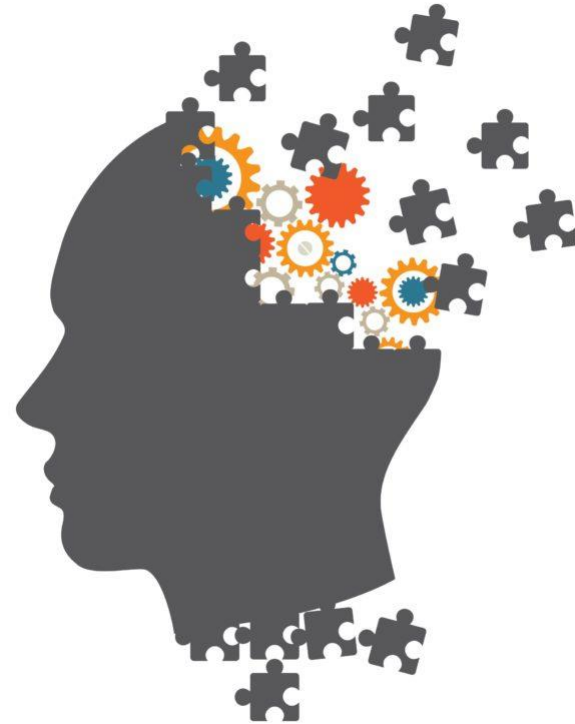
Once you have identified your S and W's, make sure to get feedback from people you trust. Find 3-5 people whose opinion you value the most, who can give constructive and objective feedback, and who have observed you through various situations and behaviors in your life. To be able to get the best feedback, be sure to give them the context and the reason you are doing this and be careful to choose those who will give you the balanced and honest opinion of yourself. When you are done with this, you will for sure see that some of the things match, while others are not considered that important by your consultants.



# Practicing self-awareness

## III. Personality tests

Another thing that can be helpful is taking personality tests. There are multiple tests available online which can give you a closer look into your strengths and weaknesses, and from a professional point of view. One of the most famous ones is the Myers-Briggs Type Indicator (MBTI) test, however, there are many more out there helping you recognize your skills and guide you in various paths you may be interested to take.



# Practicing self-awareness

## IV. Getting out of your comfort zone

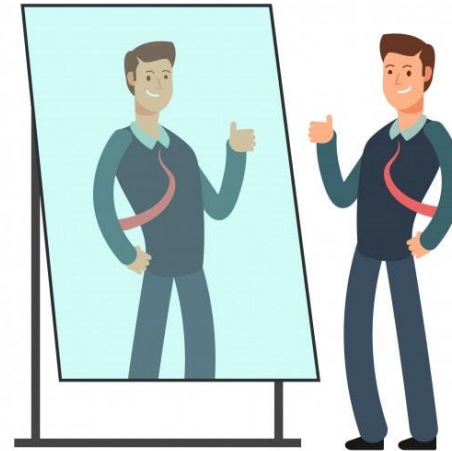
While trying to evaluate the areas where you lack in, or those needed improvement, what we may realize is that some of the weaknesses that we've identified come down to us not having experience in those fields. This is where getting out of our comfort zone comes handy. There are many experiences out there, being outdoors or on the internet, that can get you a kick start into doing the things you may have always wanted to try, but never had the courage to. These things can help massively with building our self-esteem and developing new skills, but they can also help us realize our weaknesses and what we are really interested in (Michael, 2019).



# Practicing self-awareness

## In the end...

...It is important to carefully evaluate our lists at the end, as by the end of the process we will be able to clearly see what are our current strengths and where we can improve on them, as well as what needs time to work on and to which intensity.



## Self-Esteem Journal

# Worksheet I.: Self-esteem journaling

Use this worksheet to generate positive experiences that could help boost your self-esteem and feelings about your well-being

Here you can access the sheet:

<https://www.therapistaid.com/therapy-worksheet/self-esteem-journal/self-esteem/adults>

|       |   |  |
|-------|---|--|
| MON.  | Something I did well today...                                   |  |
|       | Today I had fun when...   |  |
|       | I felt proud when...  |  |
| TUE.  | Today I accomplished...   |  |
|       | I had a positive experience with...                             |  |
|       | Something I did for someone...                                  |  |
| WED.  | I felt good about myself when...                                |  |
|       | I was proud of someone else...                                  |  |
|       | Today was interesting because...                                |  |
| THUR. | I felt proud when...  |  |
|       | A positive thing I witnessed...                                 |  |
|       | Today I accomplished...   |  |
| FRI.  | Something I did well today...                                   |  |
|       | I had a positive experience with (a person, place, or thing)... |  |
|       | I was proud of someone when...                                  |  |
| SAT.  | Today I had fun when...   |  |
|       | Something I did for someone...                                  |  |
|       | I felt good about myself when...                                |  |
| SUN.  | A positive thing I witnessed...                                 |  |
|       | Today was interesting because...                                |  |
|       | I felt proud when...  |  |



# Worksheet II.: Goal- breakdown

Learn how to break down your goals into smaller and more manageable tasks when times get too tough and overwhelming.

Here you can access the sheet:

<https://www.therapistaid.com/therapy-worksheet/goal-breakdown>

## Goal Breakdown

Imagine you want to find a new job. This is a big goal with many time-consuming steps. Such a major goal can be very stressful, or even overwhelming. This is the type of goal that you will always start "tomorrow" or "next week", but those times never seem to come.

Learning to break your goals into small tasks will help you overcome the stress and procrastination they create. For example, finding a new job can be broken down like this:

| Goal Task   | Time Required | Schedule                |
|---|---------------|-------------------------|
| <input type="checkbox"/> Research job interests and write a list of careers that interest me. | 1 hour        | Sunday afternoon        |
| <input type="checkbox"/> Revise resume by adding recent job experiences.                      | 1 hour        | Monday, after dinner    |
| <input type="checkbox"/> Spend 45 minutes looking at job openings.                            | 45 minutes    | Wednesday, after dinner |

### Tips for Breaking Goals into Tasks

|  |
|--|
| Avoid creating tasks that require longer than one hour, unless absolutely necessary.   |
| If you find a task is difficult to start, it might be too big. See if it can be broken down further. For example, "practice playing guitar" can be broken down to "practice the beginning of a song".        |
| Long tasks that cannot be broken down further should be set to a time limit (e.g. "Spend 45 minutes looking at job openings").   |
| The tasks you create are not set in stone. If a task is more difficult than expected, break it down further or spread it out over more time. If a task is easier than expected, combine it with other tasks. |
| Protect the time that you schedule for tasks. Turn off your phone, go somewhere with few distractions, and set a timer to keep track of how long you've been working.  |

## Goal Breakdown

Goal: \_\_\_\_\_

| Goal Task                | Time Required | Schedule |
|--------------------------|---------------|----------|
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |
| <input type="checkbox"/> |               |          |

# Worksheet III.: Problem- solving (Pt.2)

Practice these 5 steps in your everyday problem-solving.

Here you can access the sheet:

<https://www.therapistaid.com/therapy-worksheet/problem-solving>

## Problem Solving

### 1 Define Your Problem

Before you define a problem, it might feel vague or confusing. Writing out your problem will help to organize information, see it from new angles, and identify the most important issues.

When and where does your problem occur?

What are the causes of your problem?

Think about *all* the possible causes. Consider your own behavior, as well as external factors.


Define your problem.

Be as clear and comprehensive as possible. If there are many parts to your problem, describe each of them.


**TIP:** If you find it difficult to separate your emotions from the problem, try to complete this step from the perspective of an impartial friend.

## Problem Solving

### 2 Develop Multiple Solutions

Write down at least three solutions to your problem. Without thinking about alternative solutions, we often get stuck on what worked in the past, or the first idea that comes to mind. There are usually many solutions to a problem, and our first ideas aren't always the best.

# Worksheet III.: Problem-solving (Pt.3)

## Problem Solving

### 3 Assess Your Solutions and Choose One

Begin by throwing out any solutions that are obviously ineffective or impractical. Next, look at your remaining solutions, and determine which ones are the most likely to be successful by examining them in-depth. This can be done by examining the strengths and weaknesses of each solution.

During this stage, you might come up with new solutions, or find that a combination of multiple solutions is better than any one idea.

| Solution | Strengths | Weaknesses |
|----------|-----------|------------|
|          |           |            |
|          |           |            |
|          |           |            |
|          |           |            |

**TIP:** If you're having a hard time thinking of strengths and weaknesses for each solution, ask yourself these questions:

- Is this a short-term or long-term solution?
- How likely am I to follow through with this solution?
- How will this solution affect other people?

## Problem Solving

### 4 Implement Your Solution

To ensure you follow through with your solution, it's best to think of how and when it will be implemented. Without doing so, solutions that are difficult might be avoided, or they can slip your mind when the time comes.

#### When will you implement your solution?

Some solutions can happen at a specific time (e.g. "2:00 PM on Saturday"), while others require something unpredictable to happen (e.g. "when I get angry"). Fill in the relevant section below:

| My solution can be scheduled...                             | My solution is in response to something...  |
|---|---|
| When will you implement your solution? Be specific.         | How will you know when to use your solution? List specific warning signs, triggers, or other specific events that will tip you off. |
| How will you remember to follow through with your solution? |   |

#### List the specific steps you will take to implement your solution.

|  |
|--|
|  |
|  |
|  |
|  |

**TIP:** If your solution requires a lot of time or effort, try to break the process into small steps. It's easier to follow through with several small steps, rather than one giant task.

## Problem Solving

### 5 Review

Finally, after implementing your solution, you will review what worked and what didn't. Even if your problem was a one-time situation, there are often broader lessons to be learned. Take a moment to reflect on your problem and how you handled it.

#### In what ways was your solution effective?

|  |
|--|
|  |
|  |

#### In what ways was your solution not effective?

|  |
|--|
|  |
|  |

#### If you could go back in time, what would you change about how you handled the problem?

|  |
|--|
|  |
|  |

#### What advice would you give to someone else who was dealing with the same problem?

|  |
|--|
|  |
|  |



# Quiz time!

Now, let's test you on what you have learned after going through the past 30 or so slides.

It sounds a lot, we know, but it won't be difficult for you, we promise! :)



## 1. What is the difference between self-efficacy and self-esteem:

A) self-esteem is about being and perceiving yourself as capable, while self-efficacy focuses on being proactive and about putting things into action

B) self-efficacy is about being timely and effective while self-esteem is being confident

C) there is no difference between the two

## 2. When facing a task, you feel like you're incapable of completing, what can be your next best steps:

A) talk with my boss and convince them we are better off doing a task that better suits our style and previous experiences

B) ask for advice and guidance from my peers and colleagues instead of comparing their achievements with mine

C) I am not sure



### 3. What the abbreviation of SMART goals stands for:

- A) sustainable, measurable, attainable, resourceful, timely
- B) specific, measurable, attainable, realistic, time-bound
- C) small, meaningful, available, realistic, time-bound
- D) it isn't an abbreviation; it just means the goals are well-thought of



### 4. What is the best way to go about setting your goals and accomplishing them:

- A) set goals that are practical, not time-limited and that have a safe track record of success
- B) set goals that are manageable and those that bring in many benefits even though they are challenging, and that
- C) both above are true
- D) none of these are true



## 5. Which is the best tip for mastering uncertainty:

- A) get familiar with fear and make it your friend, this will motivate you to do better at getting over it
- B) don't mistake the fear of doing something for actual uncertainty, the two are not the same and don't define each other
- C) even though there is a high chance of something not happening or turning out the way you wanted it, show up and get acquainted with the scene, it can do wonders for future experiences
- D) all the above are correct

## 6. What is the best way to assess internal and external factors that influence your self-awareness:

- A) personality tests are the best way to learn more about your strengths and weaknesses
- B) ask your parents and closest friends who love and support you the most
- C) making a swot analysis is the best tool you can use to assess where are you good at, what do you lack, and where are the opportunities for growth
- D) all the above can be used for this particular thing



## 7. What are the some of the most common benefits that come with being self-aware:

- A) you are self-confident all the time which helps in being efficient and not fail as much at work
- B) you are enough for yourself, but also very good at making people love you and gravitate towards you
- C) you already know the things you are best at and can focus solely on doing those and delivering the best results
- D) you are able to see things through different perspectives which helps you get rid of biases and get a clear view of your goals

## 8. According to Bandura's self-efficacy theory, if a person sees a colleague, they consider similar to them struggle with a task, or if an incredible person is giving them appraisal for their performance, their self-efficacy level is going to be:

- A) higher than usual because they will feel motivated to do better than their colleague
- B) lower because they will compare themselves with their co-worker and seek further appraisal from someone they trust
- C) none of these factors influence one's self-efficacy levels





## 9. What would you consider some of the characteristics of people who are not self-aware or self-efficient in their work surroundings:

- A) they set challenging goals and are committed to them
- B) they seek approval and guidance from only few people they trust will give objective feedback
- C) they have low aspirations and are prone to procrastination
- D) they are not committing fully to the task because they are fearful of not being able to achieve the goal
- E) b) and c) are true
- F) c) and d) are true





## Answers:

1. A) self-esteem is about being and perceiving yourself as capable, while self-efficacy focuses on being proactive and about putting things into action
2. B) ask for advice and guidance from my peers and colleagues instead of comparing their achievements with mine
3. B) specific, measurable, attainable, realistic, time-bound
4. B) set goals that are manageable and those that bring in many benefits even though they are challenging
5. D) all the above are correct
6. C) making a swot analysis is the best tool you can use to assess where are you good at, what do you lack, and where are the opportunities for growth
7. D) you are able to see things through different perspectives which helps you get rid of biases and get a clear view of your goals
8. B) lower because they will compare themselves with their co-worker and seek further appraisal from someone they trust
9. F) c) and d) are true

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