

APPEARING SMART

WHAT IS THIS SKILL?

Looking smart and giving a good first impression is important in every area of life. But more than just looking smart, this challenge will help you think smart too. First, what makes us take notice ?

Taking pride in your appearance and feeling good about how you look is important to building your confidence and growing your self-esteem. But having a smart appearance is not the same as looking rich and flash; rather it is making sure that what makes you special can be seen and that the impression you make is positive.

This challenge sheet will help you make an amazing first impression on others.

You never get a second chance to make a **First Impression!**



93% of people's judgments of others are based on non-verbal input

For better or worse, most of us judge others by first impressions on appearance; The clothes they wear, their posture, how they talk and present themselves.

Have you ever judged someone incorrectly because of your first impression of them? After a while did you change your view of them ?

We'll look at these things and more in this challenge but first....

To begin, rate yourself as to how good you are at



**SELF
MANAGEMENT**

Rate yourself



1

Not great



2

Need help



3

OK



4

Improving



5

Mastering

Appearing smart



ARE YOU READY TO DEVELOP YOUR APPEARANCE FOR WORK?





WHY THIS SKILL IS VITAL FOR WORK

How good are **YOU** at giving a great first impression?

Very good
nearly all of
the time

Good most
of the
time

OK some of
the time

I don't
know where
to begin!

Would you buy from these shop keepers? Why ?



These smartly dressed fellows know it's not just how you behave that shapes a first impression; it's everything about how you present yourself! Your smile, your language the way you listen, the respect you show all play their part in the appearance you give.

Has needing to wear a mask (due to Covid and increased levels of Pollution), affected the way you judge people's appearance ?



Dressing well and being well groomed will not only increase your self-confidence, but it will also impress and attract other people. Many places of work will have a dress code or uniform. Watch the people going into the workplace to get an idea of how they dress.



The degree to which we can present ourselves positively and appear smart is linked to our self-confidence.

Talking about how we gain confidence is a very personal subject. One of the best ways to do this is to talk to someone you know well who appears to you as being confident. You could ask them:

- Were you always a confident person ?
- What helped you gain confidence?
- What situations do you not feel confident in?
- Does what you wear and how you stand help you be more confident?
- What tips do you have for a friend ?
- Who inspires you to be confident?
- What clothes help you feel confident?



This short YouTube video is all about building confidence

<https://www.youtube.com/watch?v=RWbX958xwCA>

"People always ask me, 'You have so much **confidence**. Where did that come from?'

It came from **me**.

One day I decided that I was

beautiful,

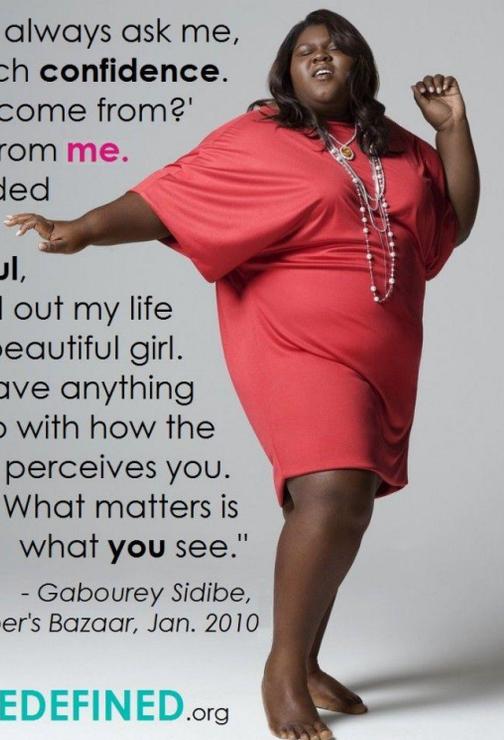
and so I carried out my life as if I was a beautiful girl.

... It doesn't have anything to do with how the world perceives you.

What matters is what **you** see."

- Gabourey Sidibe,
Harper's Bazaar, Jan. 2010

beauty**REDEFINED**.org



self worth

The only one who gets to decide your worth is you. It doesn't come from your bank account or the number of friends you have. It doesn't come from what someone else says you are worth. It's called *self worth* for a reason— it comes from *you*. It comes from being yourself and being proud of who you are. It comes from being someone that you can count on and someone you love. The numbers will change with time, but what won't change is who you are deep inside— beautiful, limitless, wonderful, creative, strong, capable— and *that* is where your worth comes from.

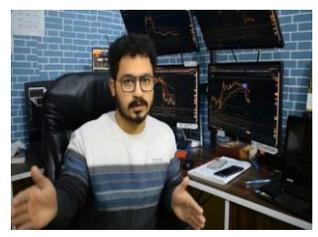
- Nikki Banas



How can I master this skill?

One thing to realise is that appearance is not just about clothes and looking flash, it's also about how you carry and present yourself.

Can you think of jobs where you don't have to dress smart?



Case study

"I used to feel very self-conscious about my appearance, as I was a little over-weight. I felt judged and I lost a lot of confidence.

Talking about how I felt really helped and I made friends with other young women who accepted me for who I am and we talked a lot about the expectations on women to dress and look a certain way within Indian society and the workplace. "



My advice for others when it comes to confidence and appearance is:

- ✓ Talk to your closest friends who you trust and who accept you for who you are.
- ✓ Ask them what they see as your greatest strengths.
- ✓ Get advice about what style of clothes; colour, fabric, and shape suits you best.
- ✓ Invest in one or two smart-looking sets of clothes which you feel comfortable wearing and take pride in how you appear. If you don't have a lot of money, you can up-cycle, borrow clothes and get tips from YouTube.
- ✓ Support other friends who may also feel anxious about their appearance and share your story to offer support. This helps you with your own confidence. Maybe you could make a short video to share on Facework's platform.

Comparing yourself to others is a waste of energy because everyone's life path is different. It's far better to compare yourself to the person you were one year ago, or five years ago. Are you happier, more confident or a better friend? If so, take pride in this.

If not, explore what has thrown you off course. You can find more helpful advice on www.face.work



If you are feeling anxious or stressed, you can stop caring about your appearance.



This in turn can lead to a vicious cycle where how you look is how you feel.

It's important to talk about how you feel with those you can trust.

Sometimes having a hair cut or trying a new style of clothing can help lift your mood in the short term. **Be kind to yourself !**

In this challenge we want you to think about how our posture, our clothes, and grooming can affect your confidence levels.



What is it about this picture which presents the cat as a lion?

What lessons can you learn from this picture about appearing more confident.

Where does the light which casts a positive image of **you** come from?

- Parents
- Friends
- Past Achievements
- Your Beliefs
- Other

If your light is coming from a bad place? Recognise this and move towards a light source which gives you a chance to shine and have a healthier view of yourself!

Next think about what your appearance says to a future employee.

What photos do you have of yourself where you appear strong and confident ?



Make and store CV photos that can give the right impression to a future employer.

- ✓ Research what makes a great CV photo including the impression it gives to others about you and your personality.
- ✓ Look at other examples of what type of appearance is good for what type of profession.
- ✓ Now take a few photos of yourself looking confident.
- ✓ Send the photo to a close friend and ask them to give you one positive word about your photo.
- ✓ If you agree with the positive word save the photo on your phone with that word!

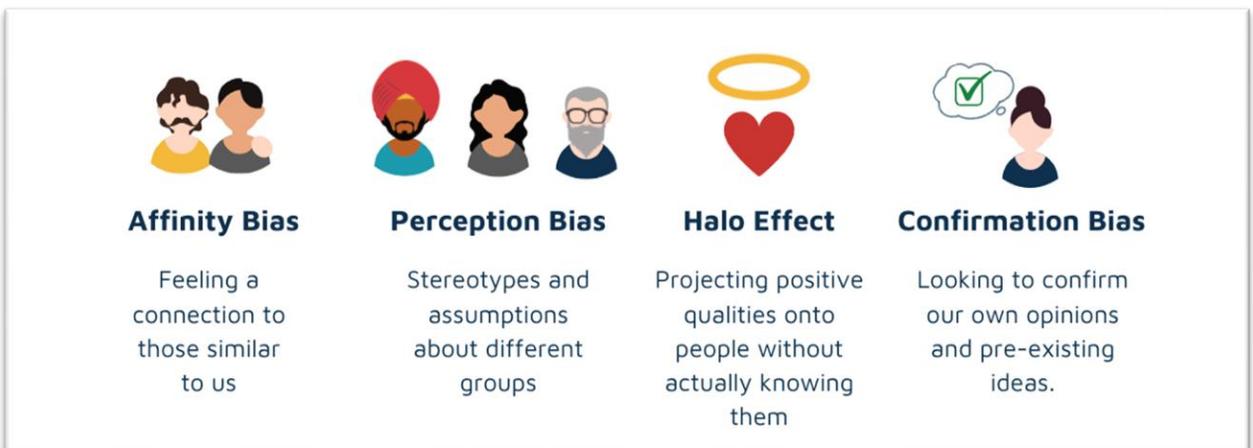
APPEARANCE ON SOCIAL MEDIA.

Many employers will search for a prospective candidates and review how they appear on line before they meet for a job interview. Think about the images –you may use for your social media profile picture. Be sure to clean up any online negative comments/messages/ photos or conversations you may have had which an employer could find. It is worth investing in getting a good portrait shot made of yourself so you can make a good first impression especially if you use business apps such as LinkedIn.

Judging people by their appearance and unconscious bias

We all make assumptions and judge people. But this can quickly become discrimination and so often we don't realise we are judging people because of unconscious bias. Unconscious bias can be described as any prejudices we may have of other people and organisations which we are not aware of. Examples include judging people by their physical qualities, their ethnicity, their sexual orientation, accent, clothing and education, indeed anything which forms our opinion of others.

Of course we all naturally gravitate towards what is familiar to us based on our life experiences and up-bringing has a large role to play. But we need to be very aware that these factors do not cloud our judgement and create a bias which is not fair. Here are a few key ways unconscious bias works. [From: www.beapplied.com/post/unconscious-bias-explained-and-how-it-affects-hiring](http://www.beapplied.com/post/unconscious-bias-explained-and-how-it-affects-hiring)



Think more about this issue.

This illustration comes from a wonderful website which has some excellent resources about unconscious bias. www.beapplied.com/post/unconscious-bias-explained-and-how-it-affects-hiring

As you develop your career you will have to decide whether to perpetuate these biases and how to stand up to discrimination in the workplace. Remember the words of Martin Luther King Jr. **“Judge not a wo/man by the colour of his skin but by content of his character.”**

As you reflect on what you have learnt, how would you now rate your skills ?



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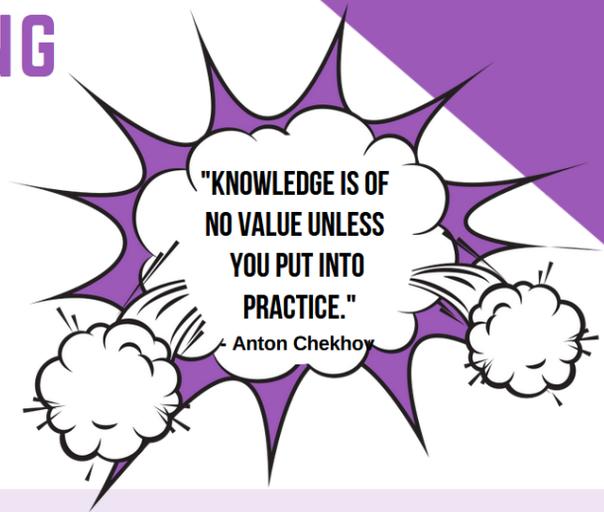
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Mastering

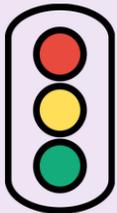
Appearing smart



LEARNING BY DOING



1. To continue with my growth of **Appearing Smart** what am I going to...



stop doing?

continue doing?

start doing?

2. Who is going to help me keep on track?

.....

3. How will I see the difference?

one week

one month

one year.....



4. Who will I share my skill with?

.....



5. Which Character Strengths will I need? Highlight them below!

Appreciating Others	Bravery	Creativity	Curiosity	Fairness	Forgiveness	Gratitude	Honesty
Hope	Humility	Humour	Judgement	Kindness	Leadership	Love	Love of Learning
Perseverance	Perspective	Prudence	Self Regulation	Social Intelligence	Spirituality	Teamwork	Zest

Learn more about Character Strengths at www.facework.online