



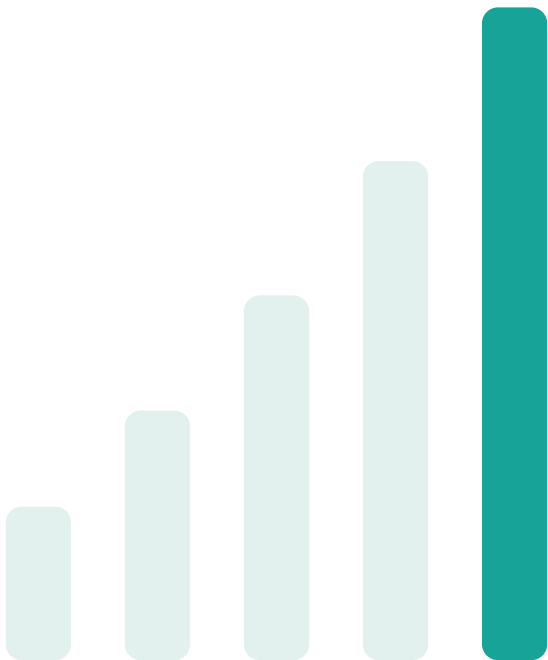
A PRACTICAL FIRST-AID GUIDE

The Confidence Kit

Five field-tested tools for the moments
imposter syndrome shows up.

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START HERE

Doubt is loud. Evidence is louder.

If you've ever sat in a meeting convinced you were the only one faking it — welcome. You're in the most common club in corporate America, and its members are disproportionately the capable ones. I watched it for 28 years at a Fortune 100 bank: the people most worried they weren't ready were so often the ones who were.

Here's what I want you to know before anything else: **imposter syndrome isn't a personality flaw, and it isn't cured by waiting to feel ready.** It's a thinking habit — and habits respond to tools. This kit contains the five I use most with coaching clients, chosen because they work in the real moments: the night before the interview, the minutes before the big meeting, the pause before you ask for more.

How to use this kit

Don't read it like a book. Skim all five tools once, then go straight to the one your week needs. Tools 1 and 3 are foundations — build them once, use them forever. Tools 2 and 4 are for the moment. Tool 5 is a 30-day practice that quietly changes your default setting.

"Confidence is built, not found. It comes from evidence, language, and reps."

A note on what this isn't: this is professional development, not therapy. If self-doubt is tangled with anxiety or depression that's weighing on your life, a licensed therapist is the right ally — and working with one is itself a power move.



TOOL 1 · THE FOUNDATION

The Evidence Inventory

Imposter syndrome survives on selective memory: it files away every stumble and loses every win. The Evidence Inventory is the correction — a written record of what you have actually done. Not modest. Not inflated. Accurate.

Do this now (15 minutes)

Answer each prompt with real, specific items. Names, numbers, outcomes. You're building the file your doubt conveniently forgets.

Three problems I solved that others couldn't or didn't:

Two moments someone senior trusted me with something that mattered:

Skills people come to me for (what do colleagues ask *you* about?):

The hardest thing I've navigated at work — and how it turned out:

The rule: when doubt makes a claim (“you're not qualified for this”), it has to argue with this page — not with your mood at 11 PM. Reread the inventory before every big ask, interview, or review. Update it monthly.



TOOL 2 · IN THE MOMENT

The Reframe Scripts

The voice of imposter syndrome is repetitive — it has maybe six lines of material. That's good news: you can prepare answers in advance. These aren't affirmations; they're accurate corrections. Say them silently, or better, write your own version in the space provided.

When it says: “I just got lucky.”

You answer: “Luck doesn't repeat for years. A pattern of results is called skill.”

When it says: “Everyone here knows more than me.”

You answer: “They know different things. I'm not here to be them — I'm here because the room was missing what I know.”

When it says: “If I ask, they'll realize I don't belong.”

You answer: “The most senior people in every room I've been in asked the most questions. Asking is what belonging looks like.”

When it says: “I'm not ready for that role.”

You answer: “Nobody is fully ready — roles grow people. I meet the bar that matters: I can learn the rest, and my inventory proves it.”

Now write yours

The line your doubt uses most:

Your accurate correction:



TOOL 3 · THE HABIT

The Receipts File

The Evidence Inventory looks backward; the Receipts File keeps it current. It's a running folder — email folder, notes app, or paper — where proof of your impact lands the moment it happens, before your memory files it under “no big deal.”

What goes in

- The “thank you, this saved us” emails and chat messages
- Numbers: targets hit, money saved, time cut, problems closed
- Praise from meetings — write it down verbatim within the hour
- Before/after snapshots of anything you improved
- Every “can you take a look at this?” from someone senior

Why it changes more than your mood

Twenty-eight years of watching review cycles taught me this: the people who advance aren't always the ones who did the most — they're the ones who could **show** what they did, specifically, when the moment came. Your Receipts File is imposter-syndrome first aid *and* the raw material for your next self-review, promotion case, résumé, and interview stories. One habit, four payoffs.

Set it up now (5 minutes): create a folder named “Receipts” in your email and your notes app. Move three things into it today — there are at least three already sitting in your inbox. Then add one item a week, minimum.

Three receipts I already have (find them now):



TOOL 4 · BEFORE THE BIG MOMENT

The Pre-Meeting Power-Up

Ten minutes before the interview, the presentation, or the ask — when the doubt spike hits hardest — run this five-step routine. It works because it replaces vague dread with specific readiness.

- 1. Read your Evidence Inventory.** (2 min) Not skim — read. You're loading the facts your nerves will try to hide.
- 2. Name the one thing you bring.** (1 min) Complete this sentence: "The thing this room needs from me today is _____." One thing. Specific.
- 3. Pre-answer the scary question.** (3 min) Whatever question you're most afraid of — say your answer out loud once. Feared questions shrink when they've already been answered.
- 4. Set your opening line.** (2 min) Decide exactly how you'll start — your first sentence, your first question, or your greeting. Owning the first ten seconds settles the next ten minutes.
- 5. Two slow breaths, shoulders down, walk in.** (1 min) Calm is partly physical. Give your body the memo.

Prep space for your next big moment

The moment:

The one thing this room needs from me:

The question I fear — and my answer:

My opening line:



TOOL 5 · THE 30-DAY PRACTICE

The Confidence Log

Confidence is a rep-based skill. For the next 30 days, end each workday by writing **one line**: something you did that day that was competent, brave, or useful. One line. Thirty seconds. That's the whole practice.

It sounds too small to matter. It isn't — you're retraining what your memory keeps. After a month, “I never do anything impressive” stops surviving contact with your own handwriting.

Day 1:	Day 2:	Day 3:
Day 4:	Day 5:	Day 6:
Day 7:	Day 8:	Day 9:
Day 10:	Day 11:	Day 12:
Day 13:	Day 14:	Day 15:
Day 16:	Day 17:	Day 18:
Day 19:	Day 20:	Day 21:
Day 22:	Day 23:	Day 24:
Day 25:	Day 26:	Day 27:
Day 28:	Day 29:	Day 30:

Make it stick: anchor it to something you already do — right after you close your laptop, or with your last coffee sip. Miss a day? Skip it, don't double up. The streak isn't the point; the pattern is.



WHAT'S NEXT

You don't have to do this alone.

These five tools work — I've watched them work for people from their first corporate job to senior leadership. But tools are faster with a coach in your corner: someone to build the promotion case with you, rehearse the interview, read the draft of the hard email, and tell you honestly when you're playing smaller than your evidence justifies.

That's what I do. I spent 28 years inside corporate America — 10+ years managing teams from entry level to senior leaders, 15 years influencing at the executive level, three re-orgs, and more virtual teams than I can count. Now, as a certified coach, I help professionals like you grow, get promoted, change direction, and finally walk into rooms as who they actually are.

Start with a free intro call

Thirty minutes, genuinely free, no pressure. We'll talk about where you are and where you want to be — and you'll leave with at least one useful next step, whether or not we ever work together.

Book your free intro call: powerupwithpaula.org/contact.html

More free tools: powerupwithpaula.org/resources.html

Email: hello@powerupwithpaula.org

"Your skills got you here. Using them deliberately is what gets you there."

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