

# TECH CONFIDENCE CHECKLIST



INSPIRE, INFLUENCE, IMPACT

[www.2ndchapterwomen.com](http://www.2ndchapterwomen.com)



# Start here: Tech truth Talk

You don't need to be "tech-savvy" to make an impact.

You just need a few tools, a little curiosity, and permission to go at your pace.

This checklist will help you:

- Reflect honestly on what you can do
- Ditch overwhelm and pick one thing to focus on
- Build tech confidence from the inside out



## Part 1: Where am I with tech?

### General Digital Comfort

- ☐ I can confidently send & receive emails
- ☐ I can download, open and save files
- ☐ I can use Google Docs or Microsoft Word
- ☐ I've used Zoom or a video call tool
- ☐ I know how to copy a link and paste it somewhere

### Tools for My Voice / Brand / Story

- ☐ I've posted something on social media
- ☐ I've used Canva or another design tool
- ☐ I've written or recorded something I want to share (a post, a blog, a podcast idea)
- ☐ I've created a simple website or landing page
- ☐ I know how to record myself on my phone or laptop

### Online Sharing + Learning

- ☐ I've joined a Facebook group, Zoom workshop, or online course
- ☐ I've uploaded a video or photo to a platform
- ☐ I've watched a YouTube tutorial or learned a new tool online
- ☐ I've shared a link to something I created
- ☐ I've scheduled a call or meeting using an online tool

## Part 2: Reflect



What part of tech actually feels easy or natural for me?

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What's something I've been avoiding (but secretly want to try)

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Where do I usually get stuck or overwhelmed?

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## Part 3: Pick ONE Tool to Focus on Next



Based on your answers, here's where to begin:

### If you checked mostly

### Start with....

General comfort boxes

🌐 Google Workspace or Email Tools – like using Google Docs or Canva basics

Voice/brand/story boxes

🎨 Canva or Instagram – share your message visually or with short posts

Online sharing boxes

🎤 Zoom or Podcasting Tools – show up & speak your story confidently

Mixed/low checks overall

💡 Start with YouTube tutorials or join a supportive tech community — progress, not pressure!



*"You don't need to master everything. You just need to move one tech block out of the way — and momentum will take care of the rest."*