

# Overcoming Imposter Syndrome

How to Banish Your Inner Critic and Recognize  
Your True Worth!



## Action Guide

## Table of Contents

How to Use Your Action Guide .....	3
Module 1 - What is Imposter Syndrome? .....	5
Lesson 1: How Imposter Syndrome Holds You Back .....	6
Lesson 2: Where Imposter Syndrome Comes From .....	10
Module 2 - Ways to Manage Imposter Syndrome .....	12
Lesson 1: "It's no big deal" .....	13
Lesson 2: "I'm a fraud" .....	14
Lesson 3: "I'm the only one" .....	18
Module 3 – Build Your Confidence .....	20
Module 4 - Plan for Your Success .....	21
Module 5 - Next Steps.....	25

## How to Use Your Action Guide

You'll get the best results from any course you participate in by completing the Action Steps at the end of each module. They will help you apply what you learn directly to your business and your life, maximizing the investment you're making.

Use the following Action Guide to record your answers, insights, and other notes for the Action Steps, which are outlined in your Course Book. You'll want to refer to each module's content as you complete the related steps.

While we have left space in the guide for each action step, you may feel more comfortable using a separate notebook or digital application for your work. Use whatever method you feel most comfortable with and don't feel constrained to using the space in the Action Guide alone.

In addition, your course may have other Action Sheets, such as spreadsheets or planning templates, which are separate from the guide. Look out for those with your other course materials.

Finally, you don't have to complete all the steps at once. Instead, try setting a specific time on your calendar to work on them. And don't feel that you have to get it right the first time. Learning is a process that happens as you apply your new skills and knowledge. You'll want to return periodically to your Action Guide and both remind yourself of the work you've achieved and edit your answers as you see their impact.

Have fun with it and enjoy the progress and successes that will happen as a result of your work!

## Introduction

### Action Steps:

Before we start the course, take a minute to think about what you want to get out of it.

Write down three skills you expect to gain.

<b>1</b>	
<b>2</b>	
<b>3</b>	

# **Module 1 - What is Imposter Syndrome?**

**O Lesson 1: How Imposter Syndrome Holds You Back**

**O Lesson 2: Where Imposter Syndrome Comes From**

## Lesson 1: How Imposter Syndrome Holds You Back

1. Answer the following questions about your current state:

<b>Where would you put yourself on the imposter syndrome continuum? Level 1, 2, or 3?</b>	
<b>Why did you choose this category?</b>	

## Overcoming Imposter Syndrome – Action Guide

<p><b>What feelings do you associate with your experience of imposter syndrome at this level?</b></p>	
<p><b>Describe how you hold yourself back, either in business or in other areas of your life, because of the influence of these feelings</b></p>	

## Overcoming Imposter Syndrome – Action Guide

2. Now ask someone who knows you well to answer the same questions about you.

<p><b>Where would you put _____ on the imposter syndrome continuum? Level 1, 2, or 3?</b></p>	
<p><b>Why did you choose this category for _____?</b></p>	



## Overcoming Imposter Syndrome – Action Guide

<p><b>What feelings do you notice about _____ that could be associated with their experience of imposter syndrome at this level?</b></p>	
<p><b>Describe how you feel _____ holds themselves back, either in business or in other areas of their life, because of the influence of these feelings</b></p>	

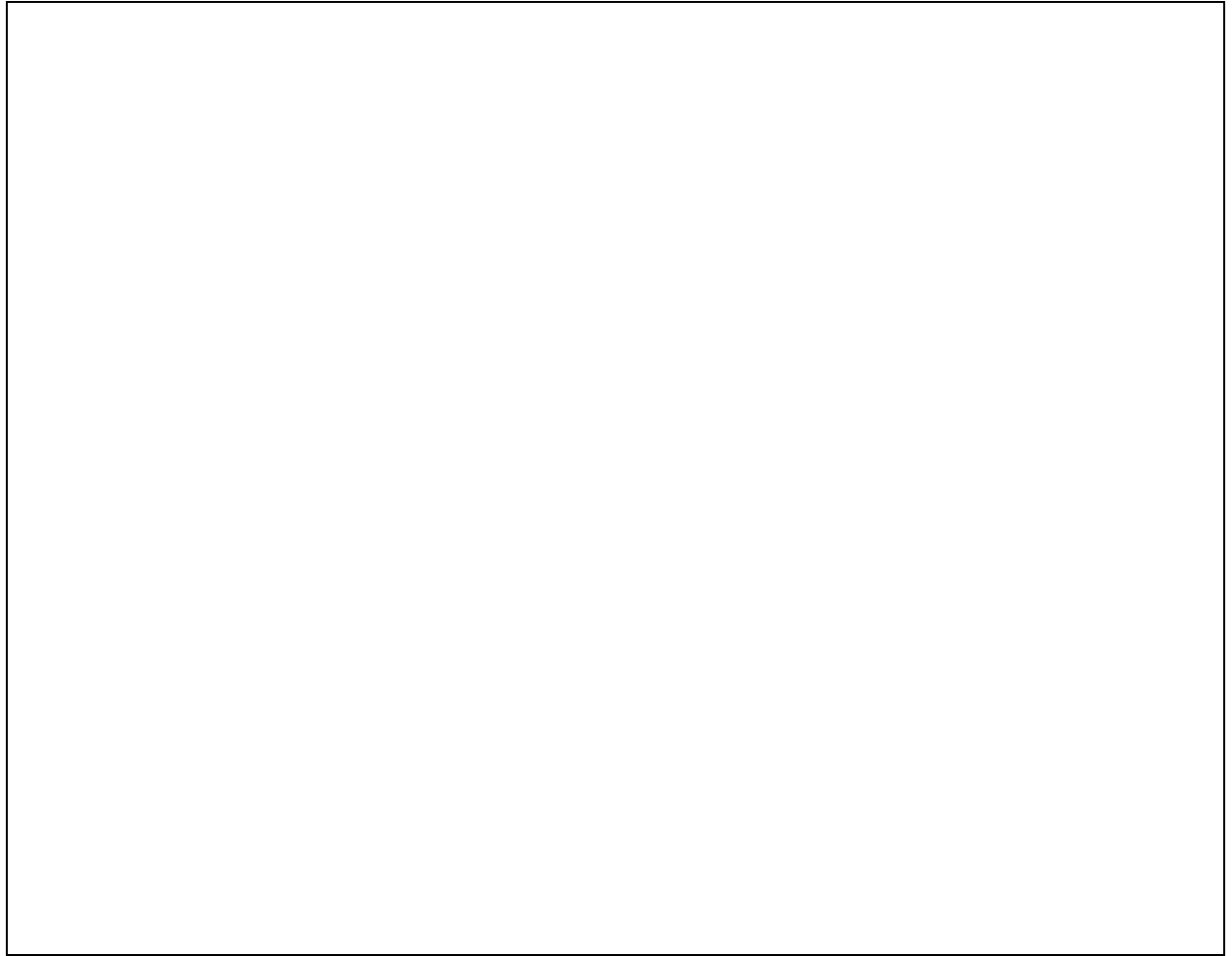
3. Compare the two viewpoints and note any insights.

Your Viewpoint	Friend's Viewpoint	Notes

## Lesson 2: Where Imposter Syndrome Comes From

1. Complete the separate **Identifying Triggers Exercise**.
2. **Reality check.** How aware are you of negative feelings that stem from being in a minority? What do you plan to do about it?

## Overcoming Imposter Syndrome – Action Guide



## **Module 2 - Ways to Manage Imposter Syndrome**

- O Lesson 1: “It’s no big deal”**
- O Lesson 2: “I’m a fraud”**
- O Lesson 3: “I’m the only one”**

## Overcoming Imposter Syndrome – Action Guide

### Lesson 1: “It’s no big deal”

1. Collect ‘success reminders’ e.g., comments, letters, pictures etc.
  - a. Store them somewhere you can easily access when you need to remind yourself of your achievements.

<b>What success reminders do you have to collect?</b>	
<b>Where will you store them?</b>	

2. Practice the separate **Mindfulness Exercise**.

3. Identify examples of negative self-talk you’ve been using:
  - . Write them down in one column.
  - . Rewrite them with their positive equivalent in the next column.

<b>Negative Self-Talk</b>	<b>Positive Equivalent</b>
<i>E.g., This is out of control. I can’t handle it.</i>	<i>E.g., I can’t control all the events, but I can control my reaction to them.</i>

## Overcoming Imposter Syndrome – Action Guide


### Lesson 2: “I’m a fraud”

1. Make a list of the negative labels you received as a child and perhaps still hear from some people today. For example, “You're too sensitive” or “You'll never make it to the top”.
  - . Review the list and decide if the comments are valid or invalid.
  - . Practice countering these statements. Say them out loud, or have a friend say them to you, and test out some responses.

Negative Label	Valid/ Invalid	Counter Statement

## Overcoming Imposter Syndrome – Action Guide


2. Think about an upcoming situation where you expect your performance to be 100% perfect and write down the details.

<b>Situation</b>	
------------------	--

## Overcoming Imposter Syndrome – Action Guide

<p><b>What aspects could you change so that this 'perfection percentage' drops to 80 or 90%?</b></p>	
<p><b>How does the idea of this feel to you?</b></p>	
<p><b>What advantages could you gain from this?</b></p>	<p><i>E.g., saving money, saving time, less stress.</i></p>



## Overcoming Imposter Syndrome – Action Guide

<b>When are you prepared to make this change?</b>	
---	--

3. Complete the separate **Expectations Exercise**.

## Lesson 3: "I'm the only one"

1. List the strategies that help you manage your stress.

. How can you add them to your schedule?

<b>Stress Management Strategies</b>	<b>How can you add them to your schedule?</b>

2. Decide what type of support you need from another person or group:

. Make a list of trusted people who can help you.

. Contact them to ask if they're willing to support you and explain exactly what you might need.

## Overcoming Imposter Syndrome – Action Guide

Trusted People	Date of Contact	Notes

## **Module 3 – Build Your Confidence**

1. Complete the following separate exercises:
  - a. Confidence Check
  - b. No-Lose Decision-Making
  - c. Risk-A-Day
  - d. Morning Power Questions
  - e. Star in Your Own News Report

## Module 4 - Plan for Your Success

1. Collect your ideas for a daily practice e.g., meditation, walking etc.  
. Plan a 20- or 30-minute session e.g., 10 minutes meditating, 5 minutes walking, 5 minutes journaling etc.

Practice	Time

. Schedule time in your diary for this TO START TOMORROW.

<b>Start Date</b>	
-------------------	--

2. Plan your next week's action using the step-by-step approach from the module.

## Overcoming Imposter Syndrome – Action Guide

<b>Step 1 – Goal</b>	<i>Pick your main goal for an upcoming situation. Think of any challenging situation you face in your professional life that's affected by your feelings of imposter syndrome</i>
<b>Step 2 – Challenge</b>	<i>State why this is a challenge for you</i>

## Overcoming Imposter Syndrome – Action Guide

<b>Step 3 - Importance</b>	<i>Identify why this goal is important to you</i>
<b>Step 4 – Benefits</b>	<i>Write down the benefits you want to experience. Remember, stay open to options you can't logically imagine right now and refrain from focusing on a specific expectation</i>

## Overcoming Imposter Syndrome – Action Guide

<b>Step 5 - How</b>	<i>Define how you intend to work towards your desired outcome</i>
-------------------------	---



## Overcoming Imposter Syndrome – Action Guide

# Module 5 - Next Steps

1. Keep track of your progress. Describe the situation e.g., daily practice review after 21 days, weekly challenge etc., and then answer the following questions:

<b>Situation</b>	
<b>What challenges did you face?</b>	
<b>What did you achieve?</b>	
<b>How did you feel?</b>	
<b>What has changed in your life as a result of this activity?</b>	

## Overcoming Imposter Syndrome – Action Guide

2. Review the course thoroughly and answer the questions:

<b>What have you learned about overcoming imposter syndrome?</b>	
<b>What difficulties have you encountered?</b>	

## Overcoming Imposter Syndrome – Action Guide

<p><b>How do you plan to address these?</b></p>	
<p><b>What further steps can you take to become totally comfortable with the process?</b></p>	

3. Use the action plan to record your goals and what needs to happen next.

	Action to Take	Action Deadline
--	----------------	-----------------

## Overcoming Imposter Syndrome – Action Guide

<b>1</b>		
<b>2</b>		
<b>3</b>		
<b>4</b>		
<b>5</b>		
<b>6</b>		
<b>7</b>		
<b>8</b>		
<b>9</b>		
<b>10</b>		