

# The Pre-Zoom Confidence Check

*A 10-Minute Audit to Run Before Your Next Video Call*

## About This Worksheet

This worksheet gives you a quick, repeatable audit to run in the ten minutes before any Zoom call where you want to show up sharper. It covers the three things that quietly determine how a video call goes: your setup, your purpose, and your plan for when something goes sideways. Work through it once and you have a usable cheat sheet. Run it before each significant call and the cheat sheet becomes a habit.

Answer honestly, write in your own words, and skip anything that does not apply to the call in front of you. There are no right answers, only the ones that help you walk into your next meeting already calm.

## Exercise 1 - The Setup Snapshot

Before your next call, run a quick check on what your audience will actually see and hear. Tick what is already in good shape and note one thing you can fix in the next sixty seconds.

- My face is lit from the front, not from behind or above
- My camera is at or just above eye level
- My background is tidy and free of visual noise
- My microphone picks up my voice cleanly with minimal background noise
- Notifications are silenced, and unnecessary apps are closed
- I have water within reach

**One thing I will fix in the next sixty seconds:**

Now look at your overall setup with fresh eyes. If a colleague joined this call right now, what is the first thing they would notice about how you appear on screen?

## Exercise 2 - Your One-Sentence Purpose

Most pre-call anxiety comes from focusing on how you will come across. A clear sense of why you are there does more to settle nerves than any breathing exercise. Before you join, answer the three questions below in one sentence each.

**The one thing I want this conversation to accomplish:**

**What the people on this call need from me specifically:**

**What I want them to walk away thinking or doing:**

Read your three answers back to yourself before clicking Join. If any of them feel vague, take another sixty seconds and tighten them up. A specific purpose channels nervous energy into focus.

## Exercise 3 - Your Awkward-Moment Plan

Things will go wrong on Zoom calls. The audio will cut out, two people will start talking at once, someone will ask a question you do not have an answer for. Confident presenters are not the ones these things never happen to. They are the ones who have already decided how they will respond. Pre-decide your defaults below.

**When the technology fails mid-call, my default response will be:**

**When I get talked over or interrupted, my default response will be:**

**When I am asked something I do not know the answer to, my default response will be:**

Keep this page somewhere visible during your next call. The point is not to memorise scripts. The point is to know in advance that you have a calm, professional response ready, so you do not have to invent one in the moment.

## You're Done - What Comes Next

You now have a personal pre-call audit, a clear sense of purpose, and a plan for the moments when things get awkward. Run through these three exercises before your next significant Zoom call, and the call will start better than it would have otherwise.

- I have completed all three exercises honestly
- I have written down what I will fix in my setup before my next call
- I know my one-sentence purpose for my next call
- I have my default responses ready for the most common awkward moments

Confidence on camera is a skill, not a personality trait, and can be developed through practice, mindset adjustments, and body language techniques.

With **consistent practice**, you can develop a confident, authentic presence on camera that engages your audience and enhances your communication skills