



The Before You Say It Checklist

Use this simple checklist before you send a message, answer too quickly, or start a conversation that matters. It helps you pause, understand the situation, choose your tone, and find one sentence you can actually say without overexplaining.

BEFORE YOU SAY IT

- What am I actually trying to say?
- What happened that made this conversation necessary?
- Is this a one-time awkward moment, or a repeated pattern?
- What do I want to avoid?
- What boundary matters here?
- What do I need from the other person?
- What kind of person am I dealing with?
- How much explanation does this person actually deserve?

WRITE DOWN WHAT YOU WANT TO SAY

CAN YOU MAKE THIS ONE SENTENCE SHORTER?

WHAT IS THE ONE SENTENCE YOU CAN ACTUALLY SAY?

“You do not need perfect words. You need honest words you can stand behind.”

Need more words for real-life moments?

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