

FREE PREPARATION WORKSHEET

Before the Conversation: 10-Minute Pressure Check

A guided-entry worksheet for conversations, replies, boundaries, repairs, or decisions that feel charged, delayed, or hard to name.

Scope and safety note

This worksheet is for reflection and decision preparation. It does not diagnose, treat, advise legally, advise financially, assess danger, or replace specialized support. If safety, clinical, legal, medical, financial, workplace, or emergency risk is involved, pause here and seek the appropriate support.

What this helps you see

- The state you may be bringing into the conversation.
- The category of the conversation before you act.
- Whether a safety, legal, HR, clinical, medical, or financial gate should come before direct action.
- The pressure pattern that could distort timing, tone, or clarity.
- What the choice may require you to carry after it becomes concrete.
- The clean next move to bring into guidance.

How to use it

Use this before you act, reply, decide, or request guidance. Write enough to make the pressure visible. Do not force a perfect answer.

The goal is not to solve the whole situation alone. The goal is to make the pressure visible enough to request cleaner guidance or choose one safe next move.

1. Name the situation: What conversation, reply, boundary, repair, or decision is getting heavier the longer it waits?

2. Check the state before the move

Hot	Urgent, defensive, flooded, reactive.
Warm	Activated, but still reachable.
Cool	Regulated enough to sort the issue.
Clear	Grounded, specific, and able to choose.
Cold	Depleted, numb, shut down, or capacity is too low.

3. Clarify the category

■ Request	■ Boundary
■ Repair	■ Decision
■ Apology	■ Clarification
■ Pattern conversation	■ Closure
■ Commitment or capacity check	■ Exit, stay, or renegotiate
■ Guidance needed before acting	■ Documentation or support needed

Safety and scope gate: Is this safe and appropriate to address directly right now, or does it require support, delay, documentation, or specialized guidance?

4. Identify the pressure pattern

Signals to notice

- I keep drafting and revising.
- I want relief more than clarity.
- I am rehearsing the other person's reaction.
- The cost of waiting is rising.
- The issue is changing category.
- The next move feels harder because of what it may require afterward.

Pressure after the move: If this became concrete tomorrow, what would I be responsible for carrying?

5. Choose the clean next move

What should not be done from this state?	What is the smallest clean next move?
First clean sentence, if a conversation or message is needed:	What is ready for guidance, and what can wait until capacity returns?

Clean next moves to consider

- Name the conversation directly.
- Ask one clarifying question.
- Set one boundary.
- Delay the message until capacity returns.
- Request guidance before sending or committing.

Close the loop enough for now. Name the decision, repair, boundary, request, pause, or guidance step that is clean enough to carry next.