Message Avoidance Pack

For everything sitting unopened and getting heavier.

4 WORKSHEETS INSIDE

1. Email Opening Script
   Open it without owing it a reply
2. The Reply I've Been Avoiding
   The terrible draft that frees the real one
3. Clarifying Question Builder
   Stop guessing, ask the one-sentence question
4. Late Task Message
   Late work plus silence, fixed in two sentences

Every sheet is fillable. Type into it in any PDF reader, or print it and write.

A worksheet, not a system. Half-filled counts.

NEURO–NICHE

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Email Opening Script

Open it without owing it a reply yet. Reading is the whole job.

A worksheet, not a system. Half-filled counts.

1 What I'm afraid it says

2 What it actually says *open it, read it once, write the gist*

3 What kind of reply it needs

- [ ] None (glorious)
- [ ] Two lines
- [ ] A proper answer, but not right now
- [ ] A holding reply today, real answer by _____

4 One next step

> *The imagined contents are always worse company than the real ones.*

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The Reply I've Been Avoiding

For messages that got heavier the longer they sat.

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1 The delay line *one clause, no essay*

2 The terrible draft *too blunt, too long, all fine, nobody sees this*

3 The actual answer, trimmed out of the draft

4 Optional repair line *only if it's true*

> *"Sorry for the slow reply. Yes, Thursday works." is a complete message.*

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Clarifying Question Builder

Ask the question without the over-explaining spiral.

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1 What I think they want

2 What I'm actually unsure about

3 The question, one sentence

Quick check on X — do you mean A or B?

4 Backup phrasing, if the first feels too blunt

> *Asking at minute ten costs nothing. Asking at minute fifty costs the meeting.*

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Late Task Message

Two sentences and a date. The silence is the damage, not the lateness.

A worksheet, not a system. Half-filled counts.

1 What's late

2 A date I can genuinely hit *pad it, a second miss spends what's left*

3 The message

Sorry, this is late, and I should have flagged it sooner. You'll have it by _____.

4 Send by *a time today, not a vibe*

5 Then

- [ ] Sent it
- [ ] Did not add a paragraph of explanation
- [ ] Put the new date where it can ambush me