TOOL 8

The Low-Capacity Script Bank

Partner

"I want to be available for this. I need a little transition time first. Can we talk after I eat / shower / sit for twenty minutes?"

Friend

"I still want to see you. I cannot do a big night. Want a short walk / coffee close by / a call instead?"

Family

"I am at capacity tonight. Nothing is wrong between us. I am going quiet for a bit."

Delayed reply

"I disappeared into a heavy week. I do not have the perfect reply, but I did not want the silence to keep growing."

Coworker

"Can you send the key actions in writing so I do not lose anything from the conversation?"

Manager

"I can finish A or B today at the quality we need. Which is the priority?"

Household ownership

"Can you fully own this task, including noticing when it needs to happen, rather than waiting for me to assign it?"