FREE PRINTABLE TOOLKIT

Disappoint Someone Today

Every worksheet, checklist and quick-reference page from the book, ready to print.

Blake Tenney

antaracollective.com/downloads

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

How to use these pages

These are the worksheets and checklists from *Disappoint Someone Today*. Print the ones you need, as often as you need them, and use them alongside the chapter they come from. Each sheet names its chapter at the top.

You can also fill them in on screen: the lines, boxes and tables are form fields. Use a PDF app such as Adobe Acrobat Reader (free) or Preview on a Mac, type your answers, tick the boxes and save. Some phone viewers show the fields but won't save your answers.

Free to share

© 2026 Blake Tenney. These pages are licensed under Creative Commons Attribution-NonCommercial 4.0 (CC BY-NC 4.0). You may copy, share and adapt them, including with clients, students or a group, as long as you credit "Blake Tenney, *Disappoint Someone Today*" and don't sell them. The book itself is not covered by this license. License: creativecommons.org/licenses/by-nc/4.0. Latest version: antaracollective.com/downloads.

These tools offer general self-help information. They are not medical, psychological or professional advice and are not a substitute for care from a qualified professional. If you're struggling, talk to a doctor or a licensed therapist.

What's inside

1. My First Three Rungs (Introduction · page 3)
2. Where Do My Yeses Come From? (Chapter 1 · page 4)
3. Starter Noes Checklist (Chapter 2 · page 5)
4. My Yes: Payoff and Price (Chapter 3 · page 6)
5. My Yes Map (Chapter 4 · page 7)
6. The Three-Question Filter (Chapter 5 · page 8)
7. Write Your Own Kind, Short No (Chapter 6 · page 9)
8. The Kind, Short No Pocket Card (Chapter 6 · page 10)
9. Build Your No Ladder (Chapter 7 · page 11)
10. My Practice Log (Chapter 7 · page 12)
11. My Workload Reality Check (Chapter 8 · page 15)
12. My New Role at the Family Table (Chapter 9 · page 16)
13. Repair a No That Came Out Badly (Chapter 10 · page 17)
14. What I'll Do When They Push (Chapter 11 · page 18)
15. Run the Guilt Check (Chapter 12 · page 19)
16. Calendar Audit and Weekly Plan (Chapter 13 · page 20)
17. When to Get Professional Help (Chapter 14 · page 21)
18. 30-Day Practice Plan (Chapter 14 · page 22)
19. The Two-Minute Inside Check (Bonus Chapter · page 23)
20. Quick reference pages (page 24 · The No Ladder at a Glance)

WORKSHEET **My First Three Rungs**

Write three noes you could say this week: one easy, one medium, one hard.

Easy: _____

Medium: _____

Hard: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Where Do My Yeses Come From?**

Tick each statement that's true for you most weeks.

☐ I often say yes before I've checked whether I have time.
☐ I say "No problem" when it is, in fact, a problem.
☐ I feel guilty for days after turning someone down.
☐ When I do say no, I give a long explanation.
☐ If someone pushes back on my no, I usually give in.
☐ I rehearse excuses before I turn someone down.
☐ I say "Wherever's fine" or "I don't mind" even when I do mind.
☐ I feel quietly resentful toward people who ask me for things.
☐ My own plans are usually the first ones to move.
☐ I avoid asking for help because I don't want to be a bother.
☐ People describe me as "always there" or "so easygoing."
☐ I can't remember the last time I had a free weekend I planned myself.

My total ticks: _____

The yes I regret most from this week: _____

What it cost me (time, energy, money, mood): _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Starter Noes Checklist**

Tick each starter no on the day you try it. Then rate that day's hardest one from 0 to 10.

Day 1: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 2: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 3: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 4: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 5: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 6: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

Day 7: ☐ Upsell ☐ Wait ☐ Preference ☐ Check ☐ Skip Rating: _____

The starter no that was easiest: _____

What actually happened after my scariest one: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Yes: Payoff and Price**

For each yes, write what it paid you right away and what it cost you later. Then decide whether the trade was worth it.

Yes #1: _____

What it paid me: ☐ Relief ☐ Approval ☐ Identity ☐ Safety ☐ Avoiding guilt

What it cost me later: _____

Worth it? ☐ Yes ☐ No ☐ Partly

Yes #2: _____

What it paid me: ☐ Relief ☐ Approval ☐ Identity ☐ Safety ☐ Avoiding guilt

What it cost me later: _____

Worth it? ☐ Yes ☐ No ☐ Partly

Yes #3: _____

What it paid me: ☐ Relief ☐ Approval ☐ Identity ☐ Safety ☐ Avoiding guilt

What it cost me later: _____

Worth it? ☐ Yes ☐ No ☐ Partly

The payoff I chase most often: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Yes Map**

Fill in each section. Then circle your easiest hot spot and star your hardest.

The people I find hardest to refuse:

1. _____

2. _____

3. _____

The requests that get me (tick all that fit):

☐ Favors with a compliment ☐ Small asks that grow

☐ "Only you can do this" ☐ Money, lending or borrowing

☐ Invitations I'd rather skip ☐ Long calls or venting

☐ Other: _____

The moments I'm most likely to fold (tick all that fit):

☐ Tired or late at night ☐ Put on the spot

☐ Asked by text or chat ☐ Made to feel guilty

☐ Rushed for an answer

☐ Other: _____

My worst intersection (person + request + moment): _____

My easiest hot spot, where I'll practice first: _____

One thing I could say there instead: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET The Three-Question Filter

Write three real requests: who asked, what they wanted and your time-buyer.

Request 1: _____

Request 2: _____

Request 3: _____

Tick each question that gets an honest yes.

Request 1: ☐ I want to ☐ I have room ☐ Worth the price

Request 2: ☐ I want to ☐ I have room ☐ Worth the price

Request 3: ☐ I want to ☐ I have room ☐ Worth the price

Three ticks: a yes I mean.
Any clear no: usually a kind no (Chapter 6).
Not sure: not yet, with one new time.

MY ANSWERS, AND WHEN I'LL GIVE THEM

1. _____

2. _____

3. _____

TWO WAYS I'LL BUY TIME

1. _____

2. _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Write Your Own Kind, Short No**

For each request, write the three parts. Leave the alternative blank if you don't have one you mean.

Request 1: _____

Warm opener: _____

Clear no: _____

Honest alternative (optional): _____

Request 2: _____

Warm opener: _____

Clear no: _____

Honest alternative (optional): _____

Request 3: _____

Warm opener: _____

Clear no: _____

Honest alternative (optional): _____

Checks for each one:

☐ It fits in one breath.
☐ It has no "sorry" (unless I broke a promise).
☐ It has at most one short, true reason.
☐ Any alternative is smaller, specific and something I want to do.

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **The Kind, Short No Pocket Card**

Print, then cut along the dashed line.

The kind, short no, in one breath:
1. Warm opener: “Thanks for thinking of me.”
2. Clear no: “I can’t take that on this time.”
3. Optional: a smaller offer I really mean.
No sorry. Then stop talking.

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Build Your No Ladder**

Write ten noes on the lines, from easiest (Rung 1) to hardest (Rung 10). Rate the dread from 0 to 10, and tick Done when you've said it twice.

Rung 1 Dread: _____ ☐ Done _____

Rung 2 Dread: _____ ☐ Done _____

Rung 3 Dread: _____ ☐ Done _____

Rung 4 Dread: _____ ☐ Done _____

Rung 5 Dread: _____ ☐ Done _____

Rung 6 Dread: _____ ☐ Done _____

Rung 7 Dread: _____ ☐ Done _____

Rung 8 Dread: _____ ☐ Done _____

Rung 9 Dread: _____ ☐ Done _____

Rung 10 Dread: _____ ☐ Done _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Practice Log**

One entry per rep, slips included.

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Practice Log (continued)**

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Practice Log (continued)**

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

Date: _____ Rung: _____ What I said: _____

Before: _____ After: _____ What happened: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My Workload Reality Check**

List what's on your plate right now, then look at what you've said yes to lately.

My core work this month (the projects I'll be judged on): _____

_____

Extras I've said yes to in the last two weeks: _____

_____

Rough hours those extras took: _____

Taken from: ☐ Core work ☐ Lunch breaks ☐ Evenings ☐ Weekends

Office chores I've become the default for: _____

☐ I could hand one of these off with a short guide or a rotation.

The request I'm most likely to get this week: _____

My version of the priority question for my manager: _____

My kind, short no for a coworker: _____

My after-hours rule (when I stop answering, and how I reply the next morning): _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **My New Role at the Family Table**

Choose one person or one family job, and design your new seat.

The person or job: _____

My old seat (what I've always done): _____

How long I've been in it: _____

What I want to keep doing, because I like it: _____

What I want to stop or share: _____

My new seat, in one sentence: _____

My warm opener: _____

My clear change: _____

My honest alternative (only if I mean it): _____

What I'll say when it's tested (the same words, no new reasons): _____

☐ I said it out loud three times before the real conversation.
☐ I said it in my normal adult voice, sitting up straight.
☐ I said it once and stopped talking.
☐ I stayed in the new seat the next time the request came.

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Repair a No That Came Out Badly**

Tick each step, then write your repair sentence.

☐ I waited until I'd cooled down (at least an hour, or until the next morning).
☐ I named the tone, not the answer: "I said it in a snappy way."
☐ I said sorry for the tone once, without a long explanation.
☐ I kept my answer the same.
☐ I added one warm line about the person or the relationship.
☐ I stopped talking and let them respond.
☐ I didn't offer a bigger yes to make up for it.
☐ The next day, I sent a light check-in about something else.

What I said that came out badly: _____

What I actually meant: _____

My repair, in one or two sentences: _____

How they responded: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **What I'll Do When They Push**

The person and the request: _____

The no I'll say: _____

My "bless you" line: _____

The pushback I expect (tick any):

- ☐ Sigh
- ☐ Second ask
- ☐ Pile-on
- ☐ "But you always…"
- ☐ Silence
- ☐ Bargain
- ☐ "What's gotten into you?"
- ☐ "After all I've done…"

My broken-record sentence: _____

My line for ending the topic: _____

- ☐ I'll keep my voice level and my words almost the same.
- ☐ I won't add new reasons or a bigger excuse.
- ☐ I'll let silence sit for five seconds before I speak.
- ☐ If I feel the grab, I'll name it to myself and wait.
- ☐ I won't send a "Sorry again!" message later.

How it went: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Run the Guilt Check**

The no I said, and to whom: _____

What they said or did afterward: _____

How guilty I feel right now (0–10): _____

1. Did I break a promise? ☐ Yes ☐ No
2. Did someone end up hurt, stranded, in danger or out money? ☐ Yes ☐ No
3. Was my delivery sharp or unkind? ☐ Yes ☐ No

If any answer is yes, my one-sentence repair: _____

If all answers are no, my line for the alarm: _____

While it passes, I'll:
☐ Take three slow breaths, longer out than in.
☐ Name it: "That's guilt about a fair no."
☐ Give my hands a job for ten minutes.
☐ Wait until tomorrow before changing my answer.
☐ Skip the next-day explanation.

How guilty I feel tomorrow morning (0–10): _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **Calendar Audit and Weekly Plan**

List everything that will take your time next week, on the calendar or off it.

THE AUDIT

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

Item: _____
☐ Keep ☐ Trim ☐ Hand back

The one thing I'll hand back, and my script: _____

The one thing I'll trim, and its new size: _____

NEXT WEEK, ON PURPOSE

First protected block (when, and what it's for): _____

Second protected block (when, and what it's for): _____

A yes I'm choosing on purpose, and where it stops: _____

☐ I put my protected blocks in the calendar before anything else.
☐ Each new yes this week gets a start and an end.
☐ I'll hand back no more than two things this week.
☐ I'll do a ten-minute check next Sunday.

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **When to Get Professional Help**

Tick any that fit, then book a doctor or licensed therapist.

- ☐ Even my lowest rungs bring panic, or I avoid people so they can't ask
- ☐ I've felt anxious, low or flat for weeks, and it's getting in the way
- ☐ Saying no feels dangerous in a way that seems tied to my past
- ☐ Saying no to someone in my life could put me at risk
- ☐ I've had thoughts of harming myself (talk to a doctor today)

If I ticked a box, the call I'll make and when: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

WORKSHEET **30-Day Practice Plan**

Tick one box a day as you log your rep. Slips count; log them too.

Days 1–10, low rungs: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Days 11–20, middle rungs and pauses: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Days 21–30, top rungs and follow-through: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

FIRST TWO DAYS (THEN KEEP LOGGING IN YOUR PRACTICE LOG)

Day 1 Rung: _____ Rep or slip: _____ Dread before/after: _____

What I said: _____

Day 2 Rung: _____ Rep or slip: _____ Dread before/after: _____

What I said: _____

My usual slip spot: _____

My time-buyer for it: _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

CHECKLIST **The Two-Minute Inside Check**

Run this before a no that scares you, or after one that left you rattled.

- ☐ Am I about to say yes to be useful or because I actually want to?
- ☐ Is there resentment here? If so, what line got crossed, and by whom?
- ☐ Would this yes be honest, or just agreeable?
- ☐ If I feel guilty, did I break a promise or hurt anyone? If not, it's the alarm.
- ☐ Am I trying to manage their feelings instead of giving my answer?
- ☐ Do I need time? If so, what's my return time?
- ☐ Can I say it in one sentence?

The principle I need most this week (Bonus Chapter): _____

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

The No Ladder at a Glance

The Program in Four Parts

Part	The step	What you do	Chapter
See It	Read the bill	Count what your reflex yeses cost in time, energy, honesty and resentment.	1
See It	Starter noes	Decline an upsell, let a message wait, state a preference, say “Let me check my week,” skip one obligation.	2
See It	Find the payoff	Name what each yes pays you right away: relief, approval, identity, safety or avoiding guilt.	3
See It	Draw your Yes Map	Find the people, requests and moments where you fold. Start with the easiest hot spot.	4
Say It	The pause	Buy time, name a time and run the three-question filter.	5
Say It	The kind, short no	Warm opener, clear no and an honest alternative only if you mean it. One breath.	6
Say It	Climb the ladder	Ten noes, rated and sorted. Say each one aloud three times, do it twice, log it.	7
Use It Everywhere	Work	Ask the priority question: “Which of my current projects should slide?”	8
Use It Everywhere	Family	Name your new seat, say it once warmly, then keep sitting in it.	9
Use It Everywhere	Friends and partners	Honest alternative or clean no. Repair the tone, keep the answer.	10
Stay with It	Their disappointment	Say a “bless you” line, then use the broken record.	11
Stay with It	Your guilt	Run the guilt check: promise, harm, delivery. Smoke or toast?	12
Stay with It	Your week	Calendar audit: keep, trim or hand back. Protect two named blocks.	13
Stay with It	Slips	Log the slip, do one easy rung today, hand one thing back.	14

The three-question filter: Do I want to? Do I have room? Is the price worth it?

The guilt check: Did I break a promise? Did I cause real harm? Was I unkind in how I said it?

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads

Script Index

When this happens	Try saying	Ch.
Anyone asks, and you feel the yes rising	“Let me check my week and I’ll get back to you.”	2
They want an answer this minute	“If you need to know this minute, it’ll have to be a no. If it can wait until tomorrow, I’ll think it over properly.”	5
A request you don’t want	“Thanks for asking! I can’t take that on this week.”	6
An offer you’d rather skip	“That one’s a no for me. Thanks for the invite.”	6
Your boss adds a project	“Happy to take it on. Which of my current projects should slide so it gets real attention?”	8
A coworker’s “five-minute” favor	“Not today. I can give it a proper look tomorrow at ten.”	8
An invite to a meeting you don’t need	“I don’t think I’m needed. Happy to read the notes.”	8
The family assumes you’ll organize it	“I’ve done the last three. Can one of you take this one? I’ll send you what I used.”	9
A parent’s daily calls	“I love talking to you, and I can’t answer during work. Let’s talk evenings after seven.”	9
A family money request	“I can’t lend money right now. I can sit down with you on Saturday and go through the numbers.”	9
A late-night “can we talk?”	“I’m too tired to be good company now. Can we talk at lunch tomorrow?”	10
A friend wants to borrow your car	“I’m not comfortable lending the car. I hope you find something that works.”	10
Your no came out sharp	“I said no in a pretty harsh way, and I’m sorry for the tone. The answer’s still no.”	10
They sigh	“Bummer, I know.”	11
They ask a second time	“Same answer as yesterday.”	11
“After all I’ve done for you”	“You have done a lot. My answer’s the same.”	11
Handing back something you agreed to	“I’ve loved doing this, and I’m going to pass it on after next month. I’ll send whoever takes it my notes.”	13
Someone wants your protected block	“That evening’s taken. Thursday at four?”	13
You slipped and need to undo a yes	“I said yes too fast. I can do this Saturday, and after that I need to step back.”	14

If a no could put you in danger, or you’re thinking about harming yourself, skip the scripts and talk to a doctor or licensed therapist now.

© 2026 Blake Tenney · From *Disappoint Someone Today* · Free to share with credit, not for sale (CC BY-NC 4.0) · antaracollective.com/downloads