WORKSHEET **My Message Ramp Card**

The message I owe (who and what about): _____

How long it has been waiting: _____

What kind it is (tick one or two):

- ☐ Quick yes or no
- ☐ Needs a decision
- ☐ Long overdue
- ☐ Needs information
- ☐ Emotional or awkward
- ☐ Part of a huge inbox

Step Zero: _____

Step 1: _____

Step 2: _____

Step 3: _____

Top of the ramp (always “send”): _____

- ☐ My Step Zero passes the Silly Test.
- ☐ Any decision is its own step, before the writing.
- ☐ “Send” is its own step.
- ☐ I’ve put this card where I’ll see it.

How I felt before I started (0 to 10): _____

How I felt after I sent it (0 to 10): _____

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