FREE PRINTABLE TOOLKIT

That Wasn’t About Me

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

Blake Tenney

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How to use these pages

These are the worksheets and checklists from *That Wasn't About Me*. 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.

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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

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WORKSHEET **How Personal Do I Take It?**

Mark one number for each statement: 0 = rarely or never, 1 = sometimes, 2 = often.

1. When someone's message is short, I wonder what I did wrong.	0 1 2
2. A single critical comment can affect my mood for the rest of the day.	0 1 2
3. I replay conversations in my head, looking for what I said wrong.	0 1 2
4. If someone near me is in a bad mood, I assume it has something to do with me.	0 1 2
5. When a text goes unanswered for hours, I start to worry.	0 1 2
6. I rehearse what I'll say in a conversation I'm nervous about, many times over.	0 1 2
7. Feedback at work feels like a judgment of me as a person.	0 1 2
8. I apologize even when I'm not sure I did anything wrong.	0 1 2
9. I think of the "perfect reply" hours after a conversation is over.	0 1 2
10. A joke at my expense stays with me long after everyone else has forgotten it.	0 1 2
11. I lose sleep over something someone said or didn't say.	0 1 2
12. Family comments about my choices hit me harder than I'd like.	0 1 2

My total today: _____ (out of 24) Date: _____

The statement that fits me most: _____

What your score suggests. 0 to 8: now and then. 9 to 16: often. 17 to 24: most days. Write today's date next to your score, because you'll retake this self-check in Chapter 14.

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WORKSHEET **Quick Wins Tracker, Days 1 to 7**

Tick a box each time you use a tool. Use the notes line for one word about how it went.

Day 1: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 2: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 3: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 4: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 5: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 6: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

Day 7: ☐ Pause ☐ Name it ☐ "Might not be me" ☐ Delay ☐ Body reset Notes: _____

The tool I used most: _____

The tool that helped most: _____

One moment this week that went better than usual: _____

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WORKSHEET **Fact vs. Story**

Pick one comment, message or moment that stung. Fill in each line.

The moment (when, where, who): _____

What happened (only what a camera could record): _____

_____

What I told myself (my story, word for word): _____

_____

The feeling I noticed (one word): _____

Story signals I can spot: ☐ Mind-reading ☐ Forecasting ☐ A label about me

Two other possible explanations: 1. _____

2. _____

What I could do to find out more: _____

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WORKSHEET **SORT Pocket Card**

Print, then cut along the dashed line and fold in half.

FRONT PANEL: SORT

S Stop. My pause move: _____

O Observe. I feel: _____

My story says: _____

R Reality-check. Whose is this? ☐ Mine ☐ Theirs ☐ Shared

T Talk or let go. ☐ Clarify ☐ Respond ☐ Let it go

fold

BACK PANEL: WHEN IT STINGS

My steadying phrase: "That might not be about me."

One other explanation could be: _____

My go-to clarifying question: _____

Remember: The sting is real. The story is optional.

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WORKSHEET **My Pause Plan**

Fill in each line. Keep your answers short enough to remember under pressure.

The first sign in my body that I've been stung: _____

My one-breath move (what I'll do in the first five seconds): _____

My buying-time phrase: "_____"

My step-away line: "_____"

My delay line for later replies: "_____"

The person or place where I most need a pause: _____

My plan for that person or place: _____

☐ I've practiced my phrase out loud at least five times.
☐ I've used one pause on purpose this week, even on something small.

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CHECKLIST **Story-Spotting**

After a sting, tick what fits. Then fill in the two lines at the bottom.

The feeling family:
☐ Hurt ☐ Embarrassed ☐ Angry ☐ Anxious ☐ Ashamed ☐ Disappointed

Where I felt it in my body: _____

The story or stories I noticed:
☐ 1. Angry-at-Me: "They're mad at me."
☐ 2. My-Fault: "I must have done something wrong."
☐ 3. Verdict: "They think I'm not good enough."
☐ 4. Leaving-Me-Out: "They don't want me around."
☐ 5. Always: "This always happens to me."
☐ 6. Audience: "Everyone noticed, and everyone is judging."
☐ 7. Fixer: "It's my job to make them feel better."

☐ Another story: _____

My two sentences:

I feel _____.

I notice I'm telling myself _____.

My most frequent story this week: _____

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WORKSHEET The Sort

Fill in each part. It's fine if one bin stays nearly empty.

The moment (what happened, camera facts only): _____

The feeling I noticed: _____

The story I told: _____

MINE (what I did, and what I can fix):

_____

_____

THEIRS (their mood, day, stress, habits, history):

_____

_____

SHARED (mix-ups, unclear plans, systems, patterns between us):

_____

_____

One other explanation that doesn't put me at the center: _____

Before I sorted, how much did this feel like it was about me? (0 to 10): _____

After I sorted, how much does it feel like it's about me now? (0 to 10): _____

☐ I put at least one real item in a bin other than Mine.
☐ If something real belongs in Mine, I named it plainly.

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WORKSHEET Instead of This, Try This

Read each pair. Tick the ones you want to practice, and write your own version on the line underneath.

☐ Someone gives you a vague "We need to talk."
Instead of: "What did I do?"
Try: "Sure. What's it about, so I can be ready?"

My version: _____

☐ A coworker corrects you in front of others.
Instead of: "Well, nobody told me that."
Try: "Thanks for catching that. Can we go over the details after the meeting?"

My version: _____

☐ A friend jokes at your expense.
Instead of: forcing a laugh and stewing later.
Try: "Ha. That one stung a little, actually."

My version: _____

☐ Someone snaps at you while they're clearly stressed.
Instead of: "Don't talk to me like that!"
Try: "Sounds like a rough day. I'll check back in a bit."

My version: _____

☐ You get a short reply to a long message.
Instead of: "Is something wrong?? You seem upset."
Try: waiting a day, then picking up the topic normally.

My version: _____

☐ Someone repeats a comment you've already asked them to stop.
Instead of: "You ALWAYS do this."
Try: "I asked you before not to joke about that. Please stop."

My version: _____

☐ You aren't sure what a comment meant.
Instead of: assuming the worst and replying to that.
Try: "When you said that, did you mean the deadline or the format?"

My version: _____

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WORKSHEET What's Useful in This Feedback?

Write the feedback word for word, then pull it apart.

What my boss said (exact words): _____

_____

The delivery (tone, timing, setting): _____

☐ Mostly theirs ☐ Partly mine ☐ Not sure yet

The message (the specific point about the work): _____

Is any part of it true? ☐ Yes ☐ Partly ☐ No ☐ I need more information

The label my story added (cross it out once written): _____

A question I could ask to make it clearer: _____

One small change I'll try this week: _____

☐ I've separated the delivery from the message.
☐ I've thrown out the label.

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WORKSHEET **My Home Sort**

Pick one sigh, snap, silence or comment from this week.

What happened (only what a camera could record): _____

What I felt (one or two words): _____

The story I told myself: _____

Their day: what might have been going on for them? _____

Our relationship: is there a pattern or an unfinished topic? _____

Me: is there a fact that points to something I did? _____

My best guess: ☐ Mostly their day ☐ Partly our relationship ☐ Partly me

What I'll do: ☐ Offer care ☐ Clarify later ☐ Respond at a calm time ☐ Let it go

The words I'll use: " _____ "

☐ I checked "their day" first.
☐ I waited for a calm moment before raising anything.

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WORKSHEET **My Pre-Visit Plan**

Fill this in a day or two before a family visit, holiday or long phone call.

The visit (when, where, who will be there): _____

The role I tend to slip into: _____

The three comments I expect:

1. _____

My reply: "_____"

2. _____

My reply: "_____"

3. _____

My reply: "_____"

My pause move at the table (a sip, passing a dish, refilling drinks): _____

My break job (a task that lets me step away): _____

My ally and our signal: _____

My leave time: _____

Something kind I'll do for myself afterward: _____

☐ I've said my three replies out loud at least once.
☐ I've decided what I'll let go of on purpose.
☐ I've chosen one topic to talk about that I enjoy with this person.

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CHECKLIST **Before I Assume**

Tick each box before you decide what the silence means.

- ☐ I've put my phone down for at least twenty minutes.
- ☐ I've named my feeling in one or two words.
- ☐ I've spotted my story (Angry-at-Me? Leaving-Me-Out? Another one?).
- ☐ I've picked three likely reasons from the ten-reasons list (Chapter 12).
- ☐ I've compared this to how this person usually texts.
- ☐ I've asked myself: would this bother me from a stranger?
- ☐ I know whether I actually need an answer, and by when.
- ☐ If I need one, I've written one kind, clear follow-up with a time.
- ☐ If I don't need one, I've decided to let it go on purpose.

The silence that bothered me most this week: _____

What it turned out to be (if I found out): _____

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WORKSHEET **What's Mine to Fix?**

Pick one moment where part of the problem really was yours.

What happened (only what a camera could record): _____

What was mine (be specific and fair): _____

What was theirs: _____

What was shared: _____

The guilt sentence (about the act): "I _____"

The shame sentence I caught (about me): "I'm _____"

My four-part apology:

1. What I did: _____

2. The impact: _____

3. My repair: _____

4. What changes: _____

What I'd say to a friend in my place: _____

☐ I left out "if," "but" and "you feel that way."
☐ I apologized once, clearly.
☐ I've done, or scheduled, the repair.

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WORKSHEET My 30-Day Trigger Log and Tracker

Tick one box each day you practice. Then fill in one line for the sting of the day.

Days 1 to 10: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Days 11 to 20: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Days 21 to 30: ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

Fill in one entry a day. Print more copies of this page as you need them.

Day: _____ Who or what: _____

Sting (0 to 10): _____ First story: _____

Whose was it? ☐ Mine ☐ Theirs ☐ Shared What I did: ☐ Clarify ☐ Respond ☐ Let go

How long it stayed with me: _____

Day: _____ Who or what: _____

Sting (0 to 10): _____ First story: _____

Whose was it? ☐ Mine ☐ Theirs ☐ Shared What I did: ☐ Clarify ☐ Respond ☐ Let go

How long it stayed with me: _____

Day: _____ Who or what: _____

Sting (0 to 10): _____ First story: _____

Whose was it? ☐ Mine ☐ Theirs ☐ Shared What I did: ☐ Clarify ☐ Respond ☐ Let go

How long it stayed with me: _____

Day: _____ Who or what: _____

Sting (0 to 10): _____ First story: _____

Whose was it? ☐ Mine ☐ Theirs ☐ Shared What I did: ☐ Clarify ☐ Respond ☐ Let go

How long it stayed with me: _____

Day: _____ Who or what: _____

Sting (0 to 10): _____ First story: _____

Whose was it? ☐ Mine ☐ Theirs ☐ Shared What I did: ☐ Clarify ☐ Respond ☐ Let go

How long it stayed with me: _____

At the end of each week, answer:

The person or setting that stung most this week: _____

The step of SORT that came easiest: _____

The step I want to practice more: _____

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Retake Your Self-Check

Retake How Personal Do I Take It? (Chapter 1), thinking only about the past month, then compare the two scores.

My score in Chapter 1: _____ My score today: _____ Date: _____

The statement that changed most: _____

The statement that still fits me most: _____

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CHECKLIST **When to Get Professional Help**

Tick any that apply. One tick is enough reason to talk to someone.

- ☐ Low mood, emptiness or hopelessness that has lasted more than two weeks
- ☐ Anxiety or worry that stops you from doing everyday things, such as going to work or seeing friends
- ☐ Trouble sleeping most nights because of replaying or worrying
- ☐ Comments or criticism that leave you shaken for days, time after time, even after using the tools in this book
- ☐ Someone in your life threatens you, frightens you, controls your money or friendships, or hurts you
- ☐ You use alcohol, food or other things to numb the sting more often than you'd like
- ☐ You have thoughts of harming yourself or that life isn't worth living

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WORKSHEET **My SORT Reminders**

Fill these in once, then reread them whenever a new situation comes up.

My first body signal that I've been stung: _____

The pause I'll use at work: _____

The pause I'll use at home: _____

The story my mind tells most often: _____

The question that helps me check it: _____

The person whose comments sting most, and my plan for them: _____

☐ I've used SORT on purpose at least once this week.
☐ I've repaired one moment that was partly mine.
☐ I've let go of one comment on purpose and marked it as finished.

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SORT at a Glance

A reminder page to print and keep by your desk, followed by a list of the scripts by situation and the chapter for each.

The Method on One Page

Use this page when you need the whole method in one place, and fill in your own reminders on My SORT Reminders, the worksheet just before it.

QUICK REFERENCE **SORT at a Glance**

S — STOP
Can I wait one breath?
WATCH FOR answering on autopilot

▼

O — OBSERVE
What do I feel? What is my story?
WATCH FOR arguing with the feeling

▼

R — REALITY-CHECK
Whose is this: mine, theirs or shared?
WATCH FOR deciding before the facts are in

▼

T — TALK OR LET GO
Clarify, respond or release on purpose
WATCH FOR swallowing it and calling it letting go

The four steps of SORT, with the question that guides each one and the most common way it goes wrong.

Situation Index

Find your moment, then turn to the chapter for the full script and the reasoning behind it. Every situation that has an "instead of this, try this" script in the book is listed below, sorted by who said what. Read the full chapter section before you use a script for the first time, because the context matters, and then make the words your own.

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At Work

The situation	Chapter
A vague “See me” or “We need to talk”	8, 9
Being corrected in front of others	8, 9
A critical line in a performance review	9
A curt email about your work	9
A boss who snaps under pressure	9
A comment and you’re not sure what it meant	8
You missed a deadline, and it really was yours	13
Someone points out your mistake in a meeting	13

At Home and with Friends

The situation	Chapter
Your partner sighs as they walk in	10
A one-word answer to “How was your day?”	10
A snap while they’re busy or stressed	8, 10
A long silence all evening	10
“You never put anything back where it goes”	10
A joke at your expense that went too far	8

With Family

The situation	Chapter
Comments about your weight or looks	11
Questions about money and what you spend	11
“Are you still doing that same job?”	11
Remarks about how you raise your kids	11
Comparisons with a brother or sister	11
“So when are you two having kids?”	11
A comment you’ve already asked them to stop	8

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On Your Phone

The situation	Chapter
No reply to a message that needs an answer	12
A short reply to a long, careful message	8, 12
Finding a group chat you weren't added to	12
Typing dots that appear and vanish	12
A friend's reply that feels cold	12

When Part of It Was Yours

The situation	Chapter
A joke that hurt someone	13
A promise you didn't keep	13
Making excuses instead of owning it	13
Beating yourself up after a mistake	13
Getting defensive when someone is right	13
Over-apologizing until it becomes about you	13

If Your Situation Isn't Listed

If your situation isn't here, start with Chapter 8. Its three options, clarify, respond and let go, cover almost every moment, and its "Instead of This, Try This" worksheet gives you a line on which to write a script of your own.

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