

Reply Scaffold

A gentle re-entry card for scary threads and inbox dread. Use it when a message feels bigger than it is.

Use this when one hard message, long silence, or awkward thread has made your whole inbox feel unsafe. The point is not to produce the perfect reply. The point is to reopen the channel gently.

How to use it

- [] Read the incoming message once.
- [] Pick the shortest reply shape that moves the thread safely forward.
- [] Send the version that is clear enough, then leave the thread for ten minutes before rereading.

Choose the reply shape

1. Acknowledge and buy time

Thanks for the message. I saw this and I need a little time to respond well.
I will get back to you by [day/time].

2. Simple yes

Yes, that works for me. Thank you.

3. Simple no

I cannot take that on right now. Thank you for understanding.

4. Clarify

I want to answer this clearly. Can you tell me [one specific question]?

Grounding prompts

- [] What is the actual task in this message? _____
- [] What part is my brain adding that is not written there? _____
- [] Which reply shape is enough for today? _____

Send line

[] I will send this by: ____: ____

[] After I send, I will: _____