

FREE PRINTABLE TOOLKIT

The Follow-Through Toolkit

Companion tools from Stop Negotiating with Yourself

Twelve printable forms for the private meeting you keep holding with yourself: testing a promise before you make it, logging the negotiation instead of arguing with it, changing one gate in the room, recovering after a miss, auditing the middle, and deciding honestly when something should end.

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Print it, fill it in, keep it where the problem happens.

How to use these

These are the twelve forms from the book, one per page, printed clean so you can copy, photograph, or reuse them.

Four rules make them work:

- Print the page you need. Filling one in by hand beats reading all twelve.
- Use only the form that matches the current decision. Completing all twelve at once won't unlock a hidden level.
- Leave blanks where you do not yet know. A blank is information.
- Record the objection in the words you actually used, not a cleaned-up version. No courtroom insults in the margins.

Use one real promise at a time — something meaningful, but not so high-stakes that an experiment would be unsafe. Perfect consistency is not the standard. Honest return is.

General information only. Not medical, mental-health, legal, or financial advice. If difficulty starting, concentrating, or completing ordinary tasks is persistent or severe, consider speaking with a qualified professional. A productivity tool is useful; it is not a diagnosis wearing sensible shoes.

The Promise Test

Turn one foggy intention into a promise that can survive a real week.

Current Promise

Write it exactly as you usually say it.

Visible First Action

Could a camera see it?

Cue

A time or event that exists in your actual schedule.

Target

What you hope to complete under decent conditions.

Floor

The smallest version that still moves the promise.

Session Finish Line

Duration, quantity, section, or stopping condition.

Rewritten Promise

When [cue], I'll [action]...

- ☐ The first step is included.
- ☐ The floor is usable on an ordinary difficult day.
- ☐ I can tell whether the session happened.

The Negotiation Log

Record the first objection. Diagnose later; no courtroom insults in the margins.

Promise

Cue

First Objection

Use the actual sentence, not a cleaned-up version.

Feeling

Ordinary words are enough.

Decision

Start, reduce, reschedule, release, or skip.

Result And Return Point

After Seven Days, Mark The Pattern

- ☐ The reason changes; the result doesn't.
- ☐ The same cue keeps failing.
- ☐ Small versions are rejected.
- ☐ Rescheduling has no appointment.
- ☐ The task starts only after its form changes.

The Minimum Viable Start

Define the smallest honest action that enters the real task.

The Real Task

Name the obligation without judging yourself.

Entry Boundary

What moves you from preparation into participation?

Minimum Time Or Unit

First-Pass Quality

Rough, diagnostic, partial, or complete.

Realistic Cue

Restart Note

Where will the next session begin?

My Starting Agreement

When [cue], I'll enter by...

- ☐ It touches the real task.
- ☐ It fits the conditions that usually exist.
- ☐ It leaves a visible next move.

The Friction Check

Name the cost behind avoidance, then change one condition.

Specific Action I'M Avoiding

Mark Every Friction That May Apply

- ☐ Clarity — I don't know the first step or standard.
- ☐ Practical — information, access, money, time, or another person is missing.
- ☐ Capacity — the plan exceeds the energy or hours available.
- ☐ Emotional — starting brings a feeling I want to escape.
- ☐ Value — the goal conflicts with something that matters more.
- ☐ Risk — the action carries credible safety, ethical, legal, financial, or professional risk.

Friction Sentence

I'm avoiding [action] because starting would require...

One Condition I'LL Change

What The Test Showed

- ☐ Push
- ☐ Reduce
- ☐ Reschedule
- ☐ Pause and verify
- ☐ Seek help
- ☐ Release

The Credibility Ladder

Increase the promise only as far as the recent evidence can carry it.

Outcome

What result are you trying to reach?

Required Pace

Estimate the real weekly load, or name how you'll find it.

Recent Evidence

Opportunities / target / floor / rescheduled / released / missed

Repeating Conditions

What helped, blocked, or changed the result?

Current Credible Rung

The version your record supports now.

One Controlled Increase

Change frequency, duration, difficulty, quality, or scope—not all five.

Evidence Needed Before The Next Increase

Review Date

- ☐ The cue exists.
- ☐ The rung touches the real task.
- ☐ The increase changes one variable.
- ☐ The pace will be compared with the outcome.

The If-Then Card

Give one predictable decision an answer before the debate begins.

Promise

Repeating Decision

What question keeps reopening?

Detectable Cue

A time, event, place, sequence, or condition you can notice.

First Visible Response

One action close to the cue.

My Card

If [cue], then I will [response].

Common Disruption

Disruption Card

If [common change], then I will...

Evidence That Would Revise Or Cancel This Plan

- ☐ I can notice the cue.
- ☐ The response enters the real task.
- ☐ The response is possible under expected conditions.

The Friction Map

Shorten the path into the useful action without pretending the room controls everything.

Promise And Cue

First 90 Seconds

List the gates in order: access, objects, files, people, setup.

Mark Each Gate

Keep / reduce / prepare / move / request

Easy Exit That Usually Captures The Moment

One Useful Path I Will Shorten

One Gentle Barrier I May Add

Test Cue And Date

- ☐ No safety or caregiving access is blocked.
- ☐ The change touches a real gate.
- ☐ Missing capacity is not being renamed as setup.

The 24-Hour Reset

Describe, assess, own, repair, and set a visible return point.

What Happened

Observable event; no character verdict.

Real Consequence

My Part

Condition Or System Part

Smallest Useful Repair

Return Or Review Point

Date, event, and first action.

- ☐ Urgency has been matched to the real risk.
- ☐ No punishment backlog was added.
- ☐ The repair changes the current situation.

The Midpoint Audit

Compare the demonstrated pace with the outcome before the deadline becomes damage control.

Outcome And Deadline

Work Completed / Demonstrated Pace

Repeating Conditions

Costs Paid

Time, money, recovery, relationships, other commitments.

Work Remaining / Pace Now Required

Decision

Continue / increase one variable / reduce scope / move date / request resource / reconsider goal.

Next Review Point

- ☐ Outputs—not only time—were counted.
- ☐ The floor was checked for real progress.
- ☐ The arithmetic used demonstrated conditions.

Quit, Continue, or Redesign

Choose the next path from current evidence—not sunk cost or first relief.

Goal

Value Now / Remaining Work

Control, Cost, Risk, And Obligations

If I Had Not Already Invested, Would The Remaining Result Deserve The Remaining Cost?

- ☐ CONTINUE — value and credible path remain.
- ☐ REDESIGN — value remains; outcome, method, scope, or date does not fit.
- ☐ QUIT — value, safety, possibility, or acceptable cost no longer supports continuation.

Decision And Current Evidence

Next Responsible Action / Clean Exit

Review Date If More Evidence Is Needed

The Accountability Request

Name the help, date, and fallback before a dependency becomes an emergency.

Promise And Dependency

- ☐ Check
- ☐ Input
- ☐ Access
- ☐ Explanation
- ☐ Shared work
- ☐ Boundary or decision

What I Will Deliver

What I Need From Whom

When I Need It / Reasonable Notice

My Fallback If It Doesn'T Arrive

Request Draft

- ☐ The request fits the person's role or agreement.
- ☐ The material is usable.
- ☐ The wording fits the power and risk.
- ☐ The fallback remains mine to carry.

The Bad-Week Plan

Create normal, disrupted, and return modes for a promise that meets real weeks.

Promise

Normal Mode

Cue / target / floor / expected conditions.

Observable Bad-Week Trigger

Essential Action

Continuity Floor Or Full Pause

What Will Not Be Back-Paid

Return Trigger And First Triage Action

When Temporary Must Be Redesigned

- ☐ The floor does not steal required recovery.
- ☐ Permanent conditions are not labeled temporary.
- ☐ A road back is visible.