

WRITE COLLECTION • GUIDE

Better Messages Bundle

Plain-English tools for clearer requests, updates, boundaries, difficult messages, and follow-ups

FREE PREVIEW

What's included in the full kit

- 17-page message-writing guide (Letter + A4 PDF)
- 6-page workbook with 6 worksheets (Letter + A4 PDF)
- Message prompt library: 8 prompts (PDF)
- Message outcome tracker (CSV)
- One-page quick reference (Letter + A4 PDF, plus phone PNG)
- Plus cover art and a README

Free preview • Full kit at kitandfile.com

1. Name the Message Job

Module 1 of 6

Why This Matters

A good message is not merely polite or concise. It helps a specific person understand the situation and take a realistic next action.



When You're Done

You have a message brief with recipient, context, desired action, and boundary.



Do This Now

- 1 Name the recipient and what they already know.
- 2 State the one result this message should produce.
- 3 List the facts, tone constraints, and response deadline.
- 4 Decide what does not belong in this message.

Worked Example

Instead of 'follow up with Alex,' the job becomes 'confirm whether Alex can approve the revised scope by Thursday or name the person who can.'



Reflection

What exact response or action would make this message successful?