

Resilient Communication Cheat Sheet

Use this cheat sheet to communicate with clarity, calm, and confidence — even in stressful or emotional situations. These phrases and scripts help you respond thoughtfully rather than reactively.

Calming Phrases

- “I need a moment to gather my thoughts.”
- “Let’s pause and come back to this.”
- “I want to respond with clarity, not react from stress.”

Boundary Phrases

- “That doesn’t work for me.”
- “I’m not available for that right now.”
- “I can’t take that on, but thank you for asking.”

Assertive Communication

- “When ____ happens, I feel ____, and I need ____.”
- “I want to find a solution that works for both of us.”

Ways to Say No Kindly

- “I appreciate the invitation, but I can’t commit to that.”
- “Thanks for thinking of me, but I need to pass.”

Emotion-Regulating Tools

- Slow your breathing before responding.
- Name your emotion internally (“I’m feeling overwhelmed”).
- Speak slower than usual to calm your nervous system.

Handling Difficult Conversations

- “I want us to understand each other better.”
- “Can we talk about this when we’re both calmer?”
- “My intention is not to argue, but to communicate clearly.”

Support-Seeking Phrases

- “I’m struggling and could use support.”
- “Can you help me think through this?”

Internal Self-Soothing

- “I am safe to respond calmly.”
- “I can take this one step at a time.”