



CLIENT RESOURCE

Clear & Kind Communication Guide

Practical scripts and strategies for communicating your needs and limits clearly - especially when people-pleasing feels automatic.



A clear limit can still be caring.

You do not need perfect words, a crisis, or someone else's agreement to honor what you need.

PAUSE | NAME | CHOOSE

A gentle reference for real-life conversations

librabloom.com

A SIMPLE RESET

Pause before the automatic yes

People-pleasing often moves faster than conscious choice. Use this three-part reset to create a little space between the request and your response.

1

PAUSE

Notice the urge to answer quickly, soften the truth, or take responsibility for the other person's feelings.

TRY SAYING

"Let me think about that."

2

NAME

Ask: What do I have capacity for? What would feel respectful to me? What do I actually need right now?

TRY SAYING

"I need more time."

3

CHOOSE

Give the clearest honest answer you can. A shorter answer is often easier to understand and harder to negotiate away.

TRY SAYING

"I am not available."

THE CLEAR-AND-KIND FORMULA

Warmth + clear limit + next step (optional)

"I care about this. I cannot talk tonight. I can check in tomorrow afternoon."

The next step is optional. Do not offer one if you do not want continued discussion.

WHEN YOU NEED TIME

- "I do not know yet. I will get back to you by Friday."
- "I want to check my schedule before I answer."
- "I am not ready to decide in this conversation."

KEEP IT SIMPLE

Scripts for real moments

Use these as written, or change the wording until it sounds like you. Calm repetition is a complete response.

DECLINING A REQUEST

Saying no

"Thank you for asking. I cannot take that on."

REVISING A YES

Changing your mind

"I agreed too quickly. I need to change my answer to no."

WHEN HINTS ARE HARD

Asking for directness

"Please tell me directly what you are asking for. That helps me respond clearly."

PAUSING CONFLICT

Needing space

"I want to continue this, but I need a break. I can return to it at 7:00."

CAPACITY CHANGED

Reducing a commitment

"I cannot do the full plan. I can stay for one hour, or I can skip it this time."

UNCLEAR EXPECTATIONS

Requesting clarity

"Can you put the details in writing, including what you need and by when?"

IF SOMEONE PUSHES BACK

Use the broken-record response

"I understand this is disappointing. My answer is still no." / "I have shared what I can do. That has not changed."

You are allowed to stop explaining. End or leave a conversation that feels unsafe.

ONE SMALL PRACTICE

Choose one low-stakes moment this week to pause before answering.

Success is noticing and choosing - not making everyone comfortable.

