

# UNBROKEN WITH YAY

*You aren't broken. You're just in the middle of a rebuild.*

[www.unbrokenwithyay.com.au](http://www.unbrokenwithyay.com.au)



[info@unbrokenwithyay.com.au](mailto:info@unbrokenwithyay.com.au)

## WORKSHEET 02: THE CEO OF YOUR NEW LIFE

# THE 24 HOUR BUFFER



## THE REFRAME – KIDS INC.

In any business, even if you hate your business partner, you have to stay professional to protect the "assets" (the kids).

- Company Mission:

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- (Example: To provide a calm, stable home for the kids.)
  - My Job Title: I am the CEO.
  - The Colleague's Role: [Ex's Name] \_\_\_\_\_ is a Difficult Employee/Colleague.
  - The Rule: I do not argue with employees. I give directions and confirm logistics.

## THE "SOUND THE ALARM" PROTOCOL

When a text arrives that makes your blood boil, your "Corporate Headquarters" is under attack.

1. Stop: Do not unlock the phone.
2. Drop: Put the phone in a physical drawer or another room.
3. Breathe: Take 10 deep breathes
4. The 24-Hour Buffer: Unless it's a "Hospital or Jail" emergency, write down your response time below.
  - I will check and respond to non-emergencies at: \_\_\_\_\_ (e.g., 10:00 AM tomorrow).

# BIFF

*The BIFF Communication Lab*

Before you hit send, run your draft through the BIFF Filter. If it fails even one, delete and edit.

## BRIEF

Is it under 3 sentences? No "storytelling"?

## INFORMATIVE

Does it stick to the facts (Time/Date/Place)?

## FRIENDLY

Is the tone neutral/polite (e.g., "Thanks for the info")?

## FIRM

Does it avoid asking open-ended questions?

Write the "Truth" (what you want to say) in your private notes. Then, craft your CEO Response here:

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### Closing the Office

A CEO doesn't answer emails at 2 AM. To protect your peace, you need Office Hours.

- The "Silent" Window: I will turn off notifications for my "colleague" between:
  - \_\_\_\_\_ PM and \_\_\_\_\_ AM.

The Anchor Affirmation: (Tape this to your fridge or save as a phone wallpaper):

"I am the CEO of my life. I respond; I do not react."