

MS-03 — Make It Yours

Academy · The Message You Still Send · Core lesson · 15 minutes

Never type or paste these into a chat

- Passwords or codes
- Social Security, bank, card, account numbers, or barcodes
- Health details
- Kids' names, schools, teams, or where they will be
- Full addresses, birthdays, or other people's contact details

Use stand-ins: [Landlord], [Teacher], [Kid A], [my street].

1 — Health

No symptoms, medicines, or test results. Write questions on paper. Emergency: 911.

2 — Today's price

Read the shelf tag, store page, or call.

3 — Rules and law

Use the real page or office. Court, eviction, custody, immigration: lawyer or legal aid.

4 — Tax, benefits, scams

No tax, benefit, SSN, or income details.
Password, code, gift card, wire, crypto, or bot-money promise: stop.

1. Filled example — cross out what was invented

Hi [Landlord],

~~Per our lease and New Jersey law, repairs must be made within 48 hours.~~

Please schedule a plumber ~~by Friday, October 2.~~

~~I have documented this issue.~~

Why: the law, 48 hours, Friday October 2, and “documented” were not on the rough-word paper. Delete all of them.

Your draft will differ. The check is the same: every fact must point back to your paper.

2. Half-filled practice

Rough words: trash cans blocking my gate, please move them by tonight

Draft: Hi [Neighbor], The trash cans are blocking my gate. Please move them by tonight. **Building rules require a clear gate at all times.**

Circle the part that was added:

Three words I would change: 1. _____ 2. _____ 3. _____

3. My line-by-line check

Anything not on my paper:

I deleted it: ☐

My three changes: 1. _____ 2. _____ 3. _____

Line I changed after reading aloud:

Success check

- ☐ Every fact points to my paper
- ☐ I made three changes
- ☐ I read the whole message aloud

Brake card: If it keeps adding laws or threats, stop using it for this message · New chat and one retry, or finish by hand ·
Ctrl/Cmd+Shift+T restores the tab · Log out if shared · Private detail pasted? Delete the chat and tell a person · Two honest tries?
Stop and book a human.