

MS-04 — Get It Out and Send It Yourself

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]. Add real names only in Notes.

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 — clean it in Notes

Before:

Here's a polished version:

****Hi [Landlord],****

The kitchen faucet has been dripping for about two weeks and it's getting worse.

Could someone come take a look this week? I'm home any day after 4 p.m.

Thanks, [Your name]

Let me know if you'd like any changes!

After:

Hi Dana,

The kitchen faucet has been dripping for about two weeks and it's getting worse.

Could someone come take a look this week? I'm home any day after 4 p.m.

Thanks, Pat

2. Half-filled practice

Here's a draft:

****Hi [Neighbor],****

The trash cans are blocking my gate.

Could you move them by tonight?

Thanks, [Your name]

Let me know if you want a firmer version!

Cross out chat chatter and symbols above. Write the clean first and last lines:

3. My send checklist

- ☐ Copied the checked draft out of the chat
- ☐ Pasted into Notes or Notepad
- ☐ Removed **, #, “Here’s a draft,” and “Let me know...”
- ☐ Added real names in Notes, not in the chat
- ☐ Checked the email To line or text recipient
- ☐ I pressed Send myself

If not sent yet, who will help:

Success check

- ☐ No stray symbols or chat chatter
- ☐ Real names added outside the chat
- ☐ I sent it, or saved it in Notes with a helper lined up

Brake card: Wrong paste? Ctrl/Cmd+Z · Sent too soon? Look for Undo · Refuse any offer to connect the chat to email · Ctrl/Cmd+Shift+T restores a closed tab · Log out of chat and email if shared · Private detail pasted? Delete the chat and tell a person · Two honest tries? Stop and book a human.