



Safe Communication Checklist

Use this checklist before having a difficult or emotionally charged conversation. These steps help you assess safety, clarify your needs, and prepare for healthy communication.

1. Safety Check

- Is the person usually able to have a calm conversation? *If not, proceed to Step 5.*
- Has this person ever yelled, insulted, manipulated, or threatened you during conflict? *If yes, proceed to Step 5.*
- Do you feel physically safe around them? *If no, proceed to Step 5.*
- Can you walk away if the conversation becomes unsafe? *If no, proceed to Step 5.*

If you do not feel safe, do not proceed to try to have a conversation with this person. Proceed to Step 5.

2. Emotional Readiness Check

- ☐ Have you centered yourself with slow breathing?
- ☐ Can you express your needs without attacking or blaming?
- ☐ Do you know your intention for the conversation?

3. CALM Conversation

- C** — Center yourself with 2–3 slow breaths.
- A** — Acknowledge your intention (clarity, understanding, change).
- L** — Listen first and avoid interrupting.
- M** — Make your needs clear using 'I' statements.

4. Exit Phrases if the Conversation Becomes Disrespectful or Unsafe

- “This conversation doesn’t feel healthy right now. Let’s step away and circle back when we’re both in a better state of mind.”
- “I want to continue this, but not like this. Let’s pause.”
- “I’m not comfortable with the tone of this conversation. Let’s end the conversation for now.”

5. Support Options

If you feel unsafe or overwhelmed, reach out to:

- A trusted friend or family member
- A therapist or counselor
- A local or national support line for guidance

***Important Numbers:**

1.800.799.SAFE (7233) or Text “START” to 88788 (National Domestic Violence Hotline)

988 for immediate mental health crises

Remember that you deserve conversations where your voice is heard and your safety is respected.

Until the next time we meet, continue to fill your cup first, and then pour into others.