

Should I Reply Now? - Decision Flowchart

You received a message that spiked your anxiety. Walk this path:

START

|

v

Is this an actual emergency (safety, legal deadline < 2h)?

YES -> Reply now. Stop here.

NO -> Continue.

|

v

Am I emotionally regulated right now?

NO -> Wait 60 minutes minimum. Re-read. Most replies dissolve.

YES -> Continue.

|

v

Does the reply need careful wording?

YES -> Draft in notes app. Send tomorrow morning.

NO -> Reply now, but keep under 3 sentences.