Finish the Plan: Follow-Up Text Worksheet

Use the writing space to separate the answer you received from the detail you still need. Next step: read your final draft, remove any question that's already been answered, and send the focused follow-up.

1. 1. What did you originally ask? Write each question on its own line.

2. 2. What is already settled? Note the answer you received.

3. 3. What is the one practical detail you still need?

4. 4. Would two choices, a photo, or a brief reason make that question easier to answer? Note one useful addition, or skip extras.

5. 5. Is there a real deadline? Write the cutoff and what you can do if the answer isn't available, without assuming their agreement.

6. 6. Draft your follow-up: one brief acknowledgment plus the unanswered question. Include the deadline only if it matters.