

# Quiet

by Susan Cain

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A printable to-do list of the most effective habits from this book. Check one off each day you do it.

MON TUE WED THU FRI SAT SUN

<sup>01</sup> **Protect a Solitude Block**

Before your next high-stakes meeting or decision, reserve 45 quiet minutes to write your real answer before anyone else frames the room.

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<sup>02</sup> **Ask for the Question Early**

When someone wants your best thinking, request the prompt in advance. Turn 'I am slow on the spot' into 'I bring sharper thinking with preparation.'

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<sup>03</sup> **Redesign One Loud Room**

Add a written pre-read, silent idea round, or smaller breakout to one recurring meeting so contribution is not limited to whoever speaks first.

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<sup>04</sup> **Use the Stretch-and-Recover Rule**

Choose one value-based stretch this week, then schedule recovery afterward. Courage counts more when it does not require pretending stimulation is free.

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<sup>05</sup> **Write Your Quiet Power Script**

Draft one sentence that explains how you work best: 'I think deeply before I speak, and I will bring you my clearest answer by tomorrow.'