Your CALM Toolkit

Free printable pages from Calm Down, I’ve Got This by Angel I. Lee

C — Check what you have.

A — Ask questions.

L — Look at your options.

M — Make your next move.

What’s inside

CALM at a Glance	2
Quick CALM — Start Here	4
Full CALM Worksheet (Check, Ask, Look, Make)	5
Practical Tips	9
Quick Prompt Card	15
Professional-Help Prep Page	17
Keep CALM Handy	18

How to print

Print on US Letter paper at 100% (“Actual size”). Print only the pages you need. Single-sided pages work best for the worksheets.

Using these pages

Free to download and print for your own personal, noncommercial use, including to help a family member or friend you are assisting. Please send others to calmdownivegotthis.com/book1 for their own free copy.

Please do not reproduce, redistribute, upload, sell, publish, or use these materials in a course, workshop, business, organization, or other publication without prior written permission. To ask, visit calmdownivegotthis.com/book1.

© 2026 Angel I. Lee. Published by Quantum Love Solution LLC. The CALM Series. All rights reserved except for the personal-use permission above.

For general educational purposes only. Not legal, tax, financial, or other professional advice.

CALM at a Glance

When something confusing, stressful, or important lands in front of you, use CALM.

C	**Check what you have** Who sent it? What does it say? What dates, amounts, or deadlines matter? If something is unexpected or suspicious, PAUSE: don’t click, call, or pay until you’ve checked that it’s real.
A	**Ask questions** Ask your AI buddy: What does this mean in plain English? What are they asking me to do? What is unclear? What may be an assumption? What should I verify?
L	**Look at your options** What realistic options do I have? What are the pros and cons? What should I verify before deciding?
M	**Make your next move** Choose one step: gather records, check an official source, make a call, draft a response, or get qualified human help. Then ask AI to help you plan, organize, or draft what you need.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

Help AI Help You

TELL AI:

1. What I know

Here is what I know: _____

2. What is challenging

Here is what is challenging: _____

3. What I want

Here is what I want: _____

Then ask AI to help with the how.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

1. Quick CALM — Start Here

C — CHECK WHAT YOU HAVE What did I receive? Who sent it? What facts, dates, amounts, deadlines, or warning signs matter?
A — ASK QUESTIONS What does this mean in plain English? What is unclear? What are the facts, what may be assumptions, and what should I verify?
L — LOOK AT YOUR OPTIONS What realistic options do I have? What could each involve? What are the pros and cons, and what should I verify before deciding?
M — MAKE YOUR NEXT MOVE What is my next move? How can AI help me turn that choice into action?

Today’s date and where I live (if either matters):

What I have already done:

My next move:

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

2. Full CALM Worksheet

C Check what you have

What did I receive?

Who sent it?

What is it about?

Date on the document:

Date I received it:

Deadline or important date:

Dollar amount(s), if any:

What are they asking me to do?

What looks wrong, confusing, suspicious, or inconsistent with my records?

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

A Ask questions

What I know:

What is challenging:

What I want:

TRY THIS YOURSELF — COPY, MODIFY, AND USE

Here is a message I received. Explain what it is, what they want, by when, what is unclear, and what I should verify.

TRY THIS YOURSELF — COPY, MODIFY, AND USE

What am I missing? Ask me questions one at a time.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

L Look at your options

Option 1:

Option 2:

Option 3:

What I still need to verify:

TRY THIS YOURSELF — COPY, MODIFY, AND USE

What are my realistic options? Give me the pros and cons of each, and tell me what I should verify before choosing.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

M Make your next move

My next move:

Who I need to contact:

What I need to prepare or send:

When I will do it:

TRY THIS YOURSELF — COPY, MODIFY, AND USE

Help me turn this choice into a short action plan. Use only the facts I gave you.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

3. Practical Tips

Before You Upload

AI services operate online. Remove or cover sensitive information AI does not need.

- Full Social Security numbers
- Full account or card numbers
- Passwords and PINs
- Security codes and login credentials

Cover a number with a sticky note before taking a photo, or crop or black out the image first.

Facts Versus Assumptions

Write down what you know as facts. Mark what you are unsure about. Do not let AI treat a guess as a fact.

> **TRY THIS YOURSELF — COPY, MODIFY, AND USE**
>
> Separate the facts I gave you from assumptions, opinions, or things that still need verification.

Keep Good Records

- Original letter or notice
- Envelope

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

- Screenshots, emails, or texts
- Copies of anything you send or receive
- Mailing or tracking proof
- Dates and names from calls
- Confirmation or reference numbers
- Later responses

Before You Send, Sign, Pay, or Agree

- Check names and dates
- Check amounts and account/reference numbers
- Check deadlines
- Remove unsupported assumptions
- Make sure the draft says what you actually mean

TRY THIS YOURSELF — COPY, MODIFY, AND USE

Check this draft against the original message and my facts. List anything inaccurate, unsupported, unclear, or missing.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

PAUSE: Unexpected Message May Be a Scam

Scams can look convincing because they imitate familiar banks, retailers, delivery companies, government agencies, and online services.

When you receive an unexpected email or text with a link, payment request, login request, or request for personal information, pause before you click.

REMEMBER

Unexpected message + request to click, log in, pay, or provide information = PAUSE.

Open the company's app yourself, type the official website yourself, or use a phone number you independently know is legitimate. AI can point out warning signs, but it cannot prove who sent the message.

TRY THIS YOURSELF — COPY, MODIFY, AND USE

I received this unexpected message and have not clicked anything. List the warning signs and tell me how I can verify it independently.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

Helping a Parent, Spouse, or Friend

Sit beside them rather than taking over. Ask permission before uploading their documents or personal information.

- What did you receive?
- What worries you most?
- What do you already understand?
- What outcome do you want?

Then use CALM together.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

Where to Verify Important Information

AI can help you understand and organize information. Important facts, rules, deadlines, and instructions should still be checked against reliable official sources.

IRS.gov

Tax notices, forms, payments, and current IRS guidance.

SSA.gov

Social Security benefits, overpayments, notices, appeals, forms, and current program information.

ConsumerFinance.gov

Debt collection, credit, loans, consumer rights, and complaints.

Consumer.ftc.gov

Plain-language scam and consumer-protection guidance.

USA.gov

Not sure where to start? Use it to find the right federal, state, or local government agency.

America.gov

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

A federal website where you can ask questions and get answers drawn from official government sites. For anything important, still check the details on the agency's own website.

ReportFraud.ftc.gov

Report fraud and scams.

IdentityTheft.gov

Report identity theft and get a recovery plan.

A Good Habit

When AI tells you about a rule, deadline, benefit, right, or procedure, ask:

> Where can I verify that on an official source?

Then check it yourself.

Type the website address yourself or use a bookmark you already trust. Do not click links or call phone numbers in unexpected messages.

Rules, forms, deadlines, and procedures can change. When the stakes are high or something is unclear, contact the agency involved or a qualified professional.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

4. Quick Prompt Card

C — CHECK: DATES & MONEY List every important date and dollar amount you can see. Do not interpret them yet.
A — ASK: EXPLAIN Explain this in plain English: what is it, what do they want, by when, and what happens if I ignore it?
A — ASK: WHAT AM I MISSING? What am I missing? Ask me questions one at a time.
A — ASK: COMPARE Here is the letter and here is what my records show. List the differences. Don’t guess why.
A — ASK: CHECK MY THINKING Give me the strongest reason I might be wrong.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

Quick Prompt Card, continued

L — LOOK: OPTIONS What realistic options do I have? Give me pros, cons, and what I should verify.
M — MAKE: DRAFT Draft a short, polite response using only my facts. Put [brackets] around anything you are unsure of.
M — MAKE: CHECK MY DRAFT Check my draft against the original message. List anything inaccurate, unsupported, or missing.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

5. Professional-Help Prep Page

If Chapter 7 tells you it is time for human help, bring this page with you.

What happened:

Important dates:

Amounts involved:

What I have already done:

What is still unclear:

What I want help with:

Questions I want answered:

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.

Keep CALM Handy

REMEMBER

Check what you have.
Ask questions.
Look at your options.
Make your next move.

You do not need the perfect prompt, and you do not need to solve everything at once.

The goal is to move from confusion to understanding, then from understanding to action.

© 2026 Angel I. Lee · The CALM Series · calmdownivegotthis.com/book1
Personal use only. No redistribution. General information only, not legal, tax, or financial advice.