



The Professional Reputation Protection Checklist

Protect Your Credibility Without Living in Fear



☒	Keep the Business in the Business
☐	Have I clearly communicated the purpose of the interaction?
☐	Have I kept important conversations focused on the professional objective?
☐	Have I avoided unnecessary personal details that could complicate the relationship?
☐	If the conversation became personal, did I redirect when necessary?
☐	Could an outside person understand what we were discussing and why?
☒	Put Important Things in Writing
☐	Did we agree to something important verbally?
☐	Have I confirmed the agreement in writing?
☐	Are deadlines and responsibilities clear?
☐	Are changes to the original agreement documented?
☐	Do I have copies of important communications?
☒	Watch Your Tone, Not Just Your Words
☐	Am I responding to the issue rather than the person?
☐	Have I removed unnecessary emotion from an important message?
☐	Would I be comfortable with this message being forwarded?
☐	Am I being clear without being hostile?
☐	Am I setting a boundary without insulting or humiliating the other person?
☐	Have I given myself enough time to respond thoughtfully?



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☒	Keep Your Receipts
☐	Do I know where my important communications are?
☐	Have I saved relevant agreements and documents?
☐	Have I documented significant changes or unusual interactions?
☐	Can I distinguish what actually happened from what I believe someone intended?
☐	If someone questioned the timeline later, could I accurately explain it?
☒	Don't Let Their Behavior Become Your Story
☐	Did I communicate professionally?
☐	Did I fulfill my responsibilities?
☐	Did I honor the agreement?
☐	Did I treat the person with reasonable respect?
☐	Did I maintain my boundary?
☒	Audit the Relationship
☐	Does this person respect my boundaries?
☐	Can we still communicate professionally?
☐	Are expectations clear?
☐	Is the opportunity still legitimate?
☐	Has their behavior changed after I established a boundary?
☐	Am I spending more energy managing the relationship than pursuing the opportunity?



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Your professional reputation isn't built by making everyone like you. It's built through consistency. This checklist is designed to help you create a professional record that can speak for itself; especially when a relationship becomes complicated. The goal isn't to document every interaction or operate as though everyone is waiting to undermine you. The goal is to make your professionalism difficult to question.

Check 1: Keep the Business in Business

Can someone looking at this interaction clearly understand what the professional objective was? When relationships become personal or complicated, ambiguity can work against you. Keep important conversations anchored to the work: the project, proposal, contract, deliverable, meeting, introduction, or decision at hand.

Check 3: Watch Your Tone, Not Just Your Words

If someone is frustrated with me, does my communication still look professional? You cannot control how someone interprets a boundary. You can control how you communicate it. When you're frustrated, angry, embarrassed, or caught off guard, give yourself permission to pause before responding.

Check 5: Don't Let Their Behavior Become Your Story

Am I allowing someone else's reaction to a boundary to change how I see myself professionally? This is the psychological piece. Someone may call you difficult because you said no. Someone may become cold after you established a boundary. Someone may decide you're not "fun" anymore. Someone may tell a different version of what happened. That doesn't automatically mean you did something wrong.

Check 2: Put Important Things in Writing

If it matters, can I prove what was agreed upon? Verbal conversations are sometimes necessary, but when money, responsibilities, deadlines, introductions, deliverables, expectations, or decisions matter, create a written record. After an important conversation, consider sending a simple follow-up: "Great speaking with you today. Just to recap what we discussed..." You don't need to sound defensive or formal. You're simply creating clarity.

Check 4: Keep Your Receipts

If the relationship became complicated tomorrow, would I be able to reconstruct what happened? This is where documentation becomes especially important when you're navigating the Lust Barrier. Save relevant emails, texts, proposals, contracts, meeting notes, calendar invitations, invoices, and other business communications. If something significant happens verbally, make a dated note for your own records. You aren't collecting evidence because you assume the worst. You're preserving your memory and your professional history.

Check 6: Audit the Relationship

Is this professional relationship still healthy for my career or business? Not every relationship needs to end because something became uncomfortable, but discomfort is worth examining.