

FIRST 24 HOURS CHECKLIST



WHAT DO I DO IN THE NEXT HOUR?



STAY CALM.
THINK CLEARLY.



DOCUMENT.
EVERYTHING.



PROTECT.
YOUR FUTURE.



PREPARE.
DON'T REACT.

TAKE CONTROL.
BE READY.



BREAKING BREAD INTERNATIONAL
EMPOWERING FATHERS. PROTECTING FUTURES.

EDUCATIONAL TRAINING ONLY. NOT LEGAL ADVICE.

**FIRST 24
HOURS
CHECKLIST™
What Do I Do
In The Next
Hour?**

A false accusation creates confusion, fear, anger, and uncertainty.

The purpose of this checklist is not to solve everything today.

The purpose is to help you slow down, regain control, and begin acting with readiness instead of panicking.

□ **STEP 1: STOP AND BREATHE**

Before making any calls, sending messages, or making decisions:

Take a breath.

Slow down.

Do not allow panic to become your strategy.

Reminder:

"Pressure creates mistakes. Preparation creates options."

□ **STEP 2: START A TIMELINE**

Create a written timeline immediately.

Record:

- **Dates**
- **Times**
- **Locations**
- **Conversations**
- **Witnesses**
- **Significant events**

Do not rely solely on memory.

□ STEP 3: PRESERVE COMMUNICATION

Gather and preserve:

- **Text messages**
- **Emails**
- **Social media messages**
- **Call logs**
- **Voicemails**

Create digital and printed copies when possible.

□ STEP 4: CREATE A CASE FOLDER

Create one location for all documents.

Suggested sections:

- **Communication**
- **Timeline**
- **Court Documents**
- **Witnesses**
- **Notes**
- **Evidence**

Organization reduces stress.

□ STEP 5: CONTROL YOUR COMMUNICATION

Before speaking, texting, emailing, posting, or responding:

Ask yourself:

"Will this improve my position or simply express my emotions?"

Not every thought needs to be spoken.

□ STEP 6: AVOID COMMON TRAPS

For the next 24 hours:

DO NOT:

- Send angry messages**
- Argue through text**
- Post on social media**
- Contact mutual friends to tell your side**
- Make threats**
- Act out of anger**

These actions often create additional problems.

□ STEP 7: DOCUMENT DAILY

Beginning today:

Keep a daily readiness log.

Record:

- Significant events**
- Communications**
- Observations**
- Concerns**
- Action items**

Facts are stronger than emotions.

□ STEP 8: FOCUS ON YOUR BEHAVIOR

You cannot control what others say.

You can control:

- Your attitude**
- Your communication**
- Your preparation**
- Your professionalism**
- Your response**

Behavior is part of credibility.

□ STEP 9: CREATE A 30-DAY PLAN

Do not focus only on today.

Create a simple plan for:

- Documentation**
- Communication**
- Organization**
- Personal discipline**
- Readiness**

A written plan creates direction.

□ STEP 10: REMEMBER THE MISSION

Your goal is not to win an argument.

Your goal is not to react emotionally.

Your goal is to remain calm, organized, disciplined, and prepared.

Readiness begins with self-mastery.

MISSION STATEMENT

For the next 24 hours, I will focus on preparation instead of panic, discipline instead of emotion, and readiness instead of reaction.

Signature:

Date:
