

EMAIL TEMPLATE FOR CO-PARENTING DECISION MAKING PROCESS

1 Start with a friendly and warm opening like:

- ☐ Thanks for your last email.
- ☐ Nice to see you the other day.

- ☐ I hope you're doing well.
- ☐ I hope you're enjoying the weather.

2 Introduce the topic you want to discuss:

I wanted to consult you about _____

3 Share what you and/or the Children feel and need about the situation you want to discuss:

I feel _____ and _____
because I need/value _____ and _____
feeling word need or value feeling word need or value

4 Clearly ask for what you want by making a proposal:

Would you be willing to _____
concrete action I would like taken

5 Include all the relevant details in your proposal:

- ☐ WHO does it relate to?
- ☐ WHAT do you want them to consider?
- ☐ What does it COST?
- ☐ WHERE is it?
- ☐ WHEN is it?
- ☐ What else is IMPORTANT?

AGREE? Great. Confirm it with an email in response.

DISAGREE? No problem. It never ends at a NO. After you've thought about it, you're ready to prepare a response like below.

1 Start with a friendly and warm opening like:

Thanks for your email.

2 Introduce the topic you want to discuss:

I wanted to respond to you about _____

3 Identify the parts that you agree with and those that are not going to work for you.

I'm okay with (WHO) doing (WHAT) at (WHERE), and (WHY), but I have a problem with (WHEN), because ...

4 Share what you and/or the Children feel and need about the situation you want to discuss:

I feel _____ and _____
because I need/value _____ and _____
feeling word need or value feeling word need or value

5 Continue through and making a counter-proposal that addresses your concerns, but STILL attempts to meet the needs identified by co-parent in their last email.

Would you be willing to _____
concrete action I would like taken

6 Include all the relevant details in your proposal:

- ☐ WHO does it relate to?
- ☐ WHAT do you want them to consider?
- ☐ What does it COST?
- ☐ WHERE is it?
- ☐ WHEN is it?
- ☐ What else is IMPORTANT?

COLLABORATIVE COMMUNICATION LANGUAGE

POSITIVE FEELINGS

amazed	supported	comfortable
inspired	included	trusting
interested	relieved	encouraged
intrigued	understood	relaxed
surprised	secure	reassured
confident	happy	determined
fulfilled	glad	bold
content	thankful	brave
satisfied	optimistic	intent
peaceful	fortunate	enthusiastic
eager	moved	appreciated
energetic	proud	important
stimulated	hopeful	acknowledged
excited	touched	valued
	loved	accepted

NEGATIVE FEELINGS

angry	judged	controlled
annoyed	attacked	micro-managed
frustrated	blamed	trapped
impatient	singled out	manipulated
irritated	picked-on	dominated
discouraged	disappointed	trivialized
confused	let down	discounted
misunderstood	helpless	dismissed
overwhelmed	embarrassed	minimized
vulnerable	hopeless	diminished
hurt	betrayed	concerned
sad	guilty	worried
scared	ashamed	reluctant
threatened	regretful	nervous
intimidated	remorseful	anxious

NEEDS AND VALUES

freedom	certainty	respect	closeness	integrity	to contribute
independence	consistency	acknowledgement	connection	honesty	to give
acceptance	reliability	appreciation	belonging	fairness	to care for
approval	predictability	recognition	inclusion	equality	to protect
support	regularity	being valued	presence	authenticity	to parent
credibility	dependability			sincerity	to serve
honour		understanding	support	truthfulness	
difference	peace	empathy	reassurance		learning
	harmony	to be heard	consideration	manage conflict	growing
celebration	calm			future-focus	diversity
play	safety	trust	being a team	resolution	creativity
fun	security	accountability	amicability	engagement	expansion
adventure	health	boundaries	friendliness	open-minded	
uncertainty	privacy	non-judgment		consideration	novelty
flexibility		benefit of the	positive frame	dialogue	uncertainty
exploration	order	doubt	encouraging	collaboration	flexibility
experience	control		optimism		
			gratitude		