



Co-Parenting Clarity Worksheet

*For navigating communication, boundaries, and
emotional balance*



**A resource by
Strength Of A Queen CIC**





SOAQ Co-Parenting Clarity Worksheet

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Today's Situation

What happened or what needs to be addressed?

What is the issue? (Stick to facts, not feelings)

Example: "School pickup time changed without notice"

My Emotional Reaction (Be honest, no judgment)

How did this make you feel?

- ☐ Angry
- ☐ Frustrated
- ☐ Anxious
- ☐ Overwhelmed
- ☐ Hurt
- ☐ Other: _____

Pause & Regulate

Before responding:

- ☐ I have taken a breath
- ☐ I am calm enough to respond, not react
- ☐ I am focusing on the child, not the conflict

What outcome do I want?

(Be clear and child-focused)

Now we move from emotion to action.....

My Boundary

What am I no longer accepting?

My Response (BIFF Style)

(Brief, Informative, Friendly, Firm)

"Hi, I will collect the children at 5pm as agreed. Please confirm.

Thank you."

Write your message:

Check Before Sending

- ☐ Is it brief?
- ☐ Is it focused on the child?
- ☐ Is it free from emotion or blame?
- ☐ Would I be okay with this being read in court?

Let It Go

After sending:

- ☐ I will not over-explain
- ☐ I will not chase a response
- ☐ I will protect my peace

Affirmation

I can co-parent without chaos. I choose peace, clarity, and boundaries.

When This Happens... What Do You Do?

5 simple, real situations:

- 1.They change plans last minute
- 2.They ignore your message
- 3.They try to argue through the child
- 4.They send a long emotional message
- 5.They blame you for something unrelated

Under each, add:

“What is the actual issue?” (1 line)

“What is your boundary?” (1 line)

Keep it short. This isn't a textbook.

This image shows a full page of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

BIFF Message Examples

“Calm Responses That Protect Your Peace”

Ready-to-use scripts:

- “Hi, I will follow the agreed schedule. Please confirm.”
- “I’m available to discuss child-related matters only.”
- “Let’s keep communication focused on the children.”
- “I will not engage in personal discussions.”

These are grounded in BIFF principles

Write your own below:

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Boundary Scripts

“What to Say (Without Over-Explaining)”

Examples:

- “That doesn’t work for me.”
- “I’ll stick to what was agreed.”
- “Please communicate through the agreed channel.”
- “I’m not available for this conversation.”

Short. Firm. No emotion.

Write your own below:

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Reflection + Affirmation Page

"Your Peace Matters Too"

Check In With Yourself

What felt challenging this week?

What did I handle better than before?

What triggered me, and what was underneath that feeling?

My Growth

What boundary did I hold (or try to hold)?

Where did I choose peace over reacting?

What am I learning about myself through this process?

Reframe the Moment

Instead of blaming myself, I can say:

One thing I need to remind myself when things feel overwhelming:

Looking Ahead

What will I do differently next time?

What is one small action I can take to protect my peace this week?

Affirmations (Read Slowly)

- *I do not need conflict to communicate.*
- *I am allowed to respond, not react.*
- *I protect my peace without guilt.*
- *I can be calm, clear, and firm at the same time.*
- *I am learning, even on the hard days.*
- *I am not responsible for their behaviour, only my response.*
- *I choose clarity over chaos.*



*I am not where I used to be.
I am learning to respond with strength, not survival.
My peace is mine to protect.*