Parenting After Separation

Co-parenting Communication Planner

A monthly tool for clearer, calmer communication

Inside you'll find:

- A weekly communication log
- Handover planning templates
- Decision-making tracker
- Scripts for difficult topics

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How to Use This Planner

This planner is designed to help you organise and document communication with your co-parent across the month. Use it to plan ahead, track what was agreed, and reduce the emotional load that comes with ongoing contact. You don't need to share it with your co-parent — it's your tool.

A note from Jasmin

> *One of the most common things I hear from parents I work with is that they feel overwhelmed by the constant back-and-forth. Having a system — even a simple one — changes everything. This planner gives you that system.*

Monthly Overview

Month: _____ Year: _____

Week	Key dates / events	Children are with	Notes
Week 1 (dates: –)			
Week 2 (dates: –)			
Week 3 (dates: –)			
Week 4 (dates: –)			

Weekly Communication Log

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Use this section each week to record what was communicated, agreed, or still needs to be discussed.

Week 1

What was communicated:

What was agreed:

Still to discuss / follow up:

Week 2

What was communicated:

What was agreed:

Still to discuss / follow up:

Week 3

What was communicated:

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What was agreed:

Still to discuss / follow up:

Week 4

What was communicated:

What was agreed:

Still to discuss / follow up:

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Handover Planning

Use this section to plan each changeover for the month. Planning ahead reduces last-minute stress for you and your children.

Date	Time	Location	Who collects	Children's needs / notes

Shared Decision Tracker

Keep a record of key decisions made about your children - school, health, activities, travel.

Date	Topic	What was decided	Who agreed	Action needed

Communication Scripts for Difficult Topics

These are not scripts to memorise - they're starting points. Adapt them to suit your situation and your tone.

When you need to reschedule a handover

> *"I need to let you know that [date/time] won't work for me this week. I'd like to suggest [alternative]. Can we confirm by [date]?"*

When your child has a health issue to communicate

> *"[Child's name] has been [unwell/anxious/unsettled] this week. The doctor said [brief detail]. I wanted to make sure you knew so we can both keep an eye on it."*

When you need to discuss a school matter

> *"There's a school matter I'd like us both to be across. [Brief description]. Can we find a time to talk about it, or would you prefer I email you the details?"*

When contact arrangements aren't being followed

> *"I've noticed [specific issue] a few times now and I'd like us to work it out. I'm not looking for an argument - I just want us to find something that works for the kids."*

Want support with communication strategies? Jasmin Newman's courses at parentingafterseparation.com.au guide you step by step through building a healthier co-parenting relationship.

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