



Communication Worksheet

Grief Series Episode 7

Date: _____

This worksheet is an optional guide to help you identify the important details of your journey that you would like people in your workplace to know and what your needs are. This space is for you to jot everything down. From there, you can decide what can be communicated to your co-workers and supervisor(s).. You can give this to your point of contact so they know what to communicate for you, or use for your self. Use additional paper if more space is needed.

Your Name: _____ **Ph#:** _____ **Email:** _____

Preferred ways to reach you:

_____ Point of contact _____ Phone. _____ Text _____ Email. _____ Prefer no contact

Social gatherings ok?, (ie. lunches,): _____ Yes _____ No _____ Not sure

Point of contact(s): Name- _____ Cell #- _____ Email- _____

List of people OK to share news with: _____ Everyone _____ Select Group of People

(List names and Ph.#'s)

Key Points you'd like people in your workplace to know about you and your baby:

Desires (privacy,ok to share): _____

Specific needs (ie. time off for appts.):

Where to check updates (personal social media, blog): _____

Other notes: _____
