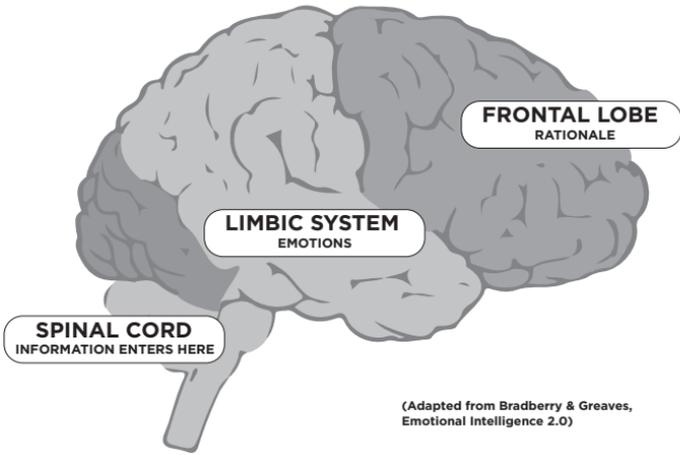
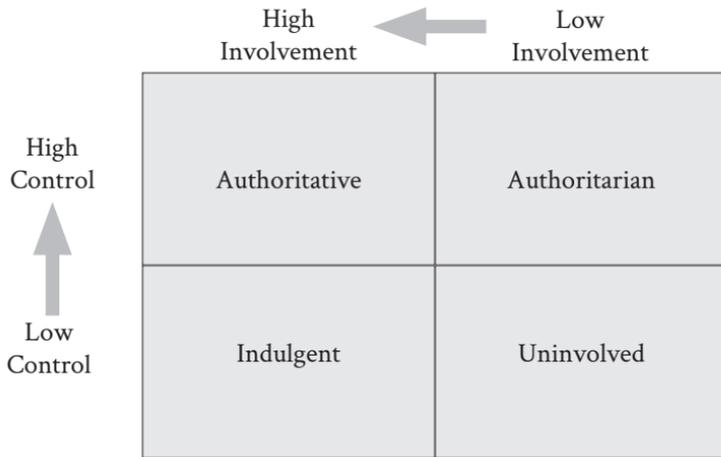


Figure 4.1



(Adapted from Bradberry & Greaves, Emotional Intelligence 2.0)

Figure 5.1 Basic Parenting Styles



POSITIVE STEPS FOR SINGLE PARENTS¹¹

<p>Organization</p> <p>Make “to-do” lists <i>Pare them if necessary</i></p> <p>Simplify tasks <i>Easy-to-prepare food</i> <i>Combine errands into one trip</i></p> <p>Plan ahead <i>Lay out clothes the night before</i> <i>Pack book bags, lunches the night before</i></p> <p>Get organized <i>Use your smart phone, fridge board</i></p> <p>Use your time off to your advantage <i>Precook, freeze meals</i> <i>Perform car maintenance</i></p> <p>Enlist help <i>Delegate tasks when appropriate</i></p> <p>Prioritize activities <i>Learn to say “no” when needed</i></p>	<p>Managing Family Responsibilities</p> <p>Make reliable care arrangements <i>Use a mix of paid, volunteer caretakers</i></p> <p>Plan for the unexpected <i>Have a “lifeline” or back-up care plan</i></p> <p>Spend quality time with loved ones <i>Helps you and your child</i></p> <p>Keep communication lines open <i>Ensure your child can reach you</i> <i>Ensure you, caretakers can reach each other</i></p> <p>Develop a united front <i>Caretakers should know, follow your rules</i> <i>Keep discipline style, expectations consistent</i></p>
<p>Spending Quality Time Together</p> <p>Spend one-on-one time with your child <i>No distractions or others involved</i></p> <p>Enjoy relaxed, quiet time with your child <i>Walks, bike rides, etc.</i></p> <p>Establish rituals <i>Special meal night, etc.</i></p> <p>Let your child see your fun side <i>Hobbies, interests, laughter</i></p> <p>Develop common interests</p> <p>Allow your child space</p> <p>Set up rules for mutual respect <i>Tone of voice when speaking</i> <i>Apologizing when wrong</i> <i>Listening without interruption</i></p>	<p>Household Management</p> <p>Use a family calendar</p> <p>Keep track of all appointments in one place <i>Review commitments weekly to plan</i></p> <p>Set up a central command station <i>Mail, keys, things for next day in one place</i></p> <p>Reduce clutter <i>Save time by not looking for things</i></p> <p>Use checklists <i>Grocery lists, chore lists, etc.</i></p>

¹¹ *Single Parenting*. Life Event Management Services #7574; US Department of Health and Human Services; 2011 (used with some adaptation).

Appendix A

Focusing on the Positive

Your family

Single parents often form strong bonds with child

Your child

Opportunities for growth, maturity, independence

Your coparent

Model the respect that you wish to receive

Find ways to cooperate when possible

Communicate clearly and effectively

Yourself

Improved organization, self-reliance

Communicating about Being a Single Parent

Talk early

Children typically more aware than we think

Initiate the conversation

Seek appropriate, safe times to talk openly

Be open

Your child should feel safe to express feelings

Tailor the message

Consider developmental stage, maturity of child

Communicate well

Be encouraging, supportive, and honest

Be patient; listen without interrupting

Taking Care of Yourself

Practice Sabbath

Prayer, Bible reading, quiet time with God

Set aside time each day to recharge

Eat a balanced diet

Avoid consistently eating from a bag or on the run

Exercise regularly

If time is an issue, make routine choices that increase physical activity

Establish good sleep hygiene

No eating or screen time while in bed

Adjust schedule as necessary to accommodate six–eight hours of sleep per night

Establish a good support system

For your child (mentors, friends, extended family)

For you (support groups, fellowship networks)

Develop a social life separate from your child

Seek help when needed

Pastoral support

Professional counseling

Figure 8.1 The Relationship Cycle (Miller, 2004)

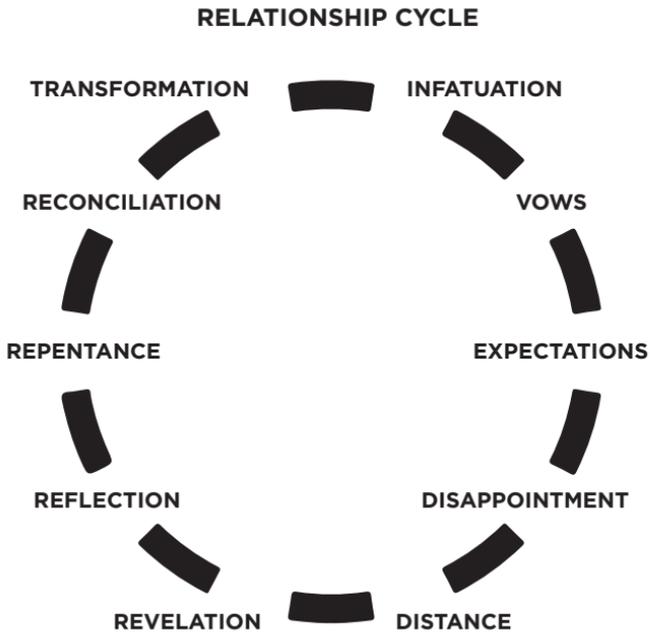


Figure 8.2 The Aborted Cycle

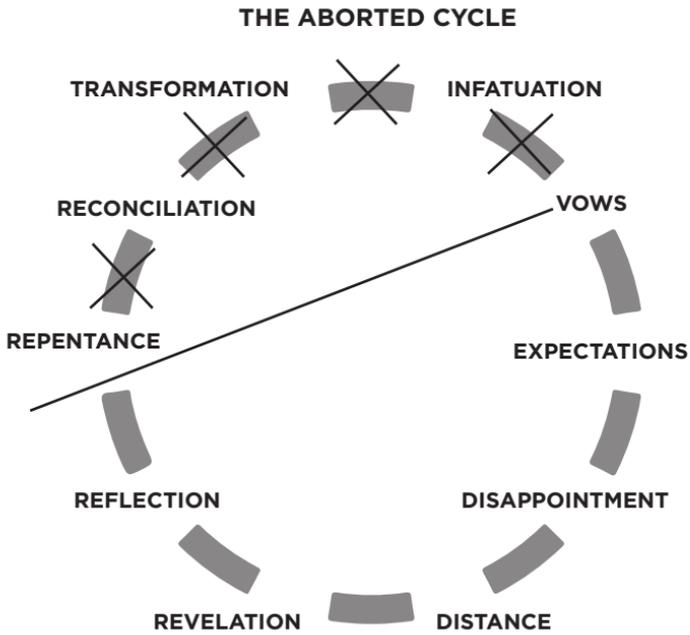


Figure 12.1 Content and Intent

<p>NEGATIVE CONTENT, NEGATIVE INTENT</p>	<p>POSITIVE CONTENT, NEGATIVE INTENT</p>
<p>GOSSIP (TITUS 3:2-4)</p> <p>SLANDER (EXODUS 20:16)</p> <p>LIES (REVELATION 21:8)</p> <p>BELITTLING (RAILING) (I CORINTHIANS 5:11)</p>	<p>FLATTERY (PROVERBS 29:5)</p>
<p>REBUKE (ECCLESIASTES 7:5)</p> <p>ENTREATY (I TIMOTHY 5:1)</p>	<p>ENCOURAGEMENT (SEE COMMENT BELOW)</p> <p>COMFORT (I THESSALONIANS 4:18)</p> <p>BLESSING (ROMANS 12:14)</p> <p>EDIFICATION (I THESSALONIANS 5:11)</p> <p>GRATITUDE (I THESSALONIANS 5:18)</p>
<p>NEGATIVE CONTENT, POSITIVE INTENT</p>	<p>POSITIVE CONTENT, POSITIVE INTENT</p>

Appendix B

Benefits of Gratitude

Physical

- Improved sleep
- Reduced illness
- Increased energy
- Increased exercise
- Longer life

Emotional

- More relaxed
- More positive mood
- More resilient
- Better memories
- Less envious

Personality

- Less materialistic
- Less self-centered
- More optimistic
- Increased self-esteem
- More spiritual
- More socially outgoing

Vocational

- Better management
- Improved networking
- Goal achievement
- Increased productivity
- Improved decision-making

Social

- More socially outgoing
- Healthier marriage
- Deeper relationships
- More friendships
- Kinder

Figure 12.3

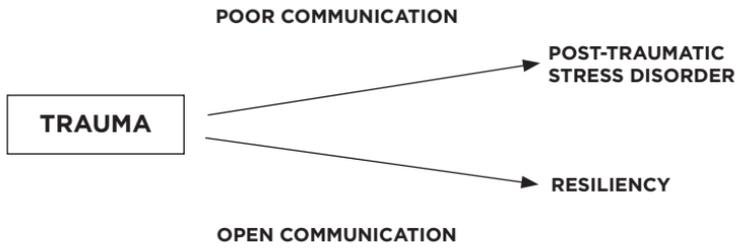
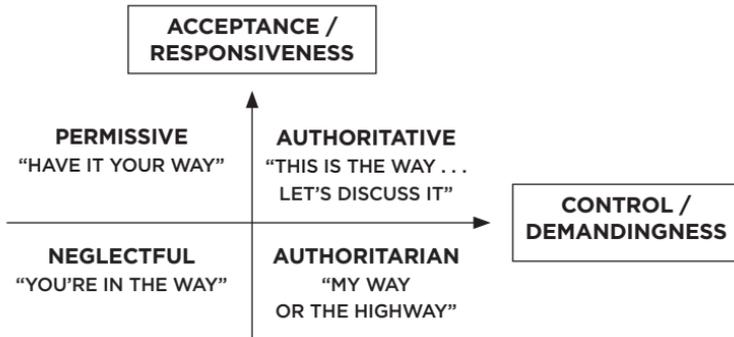


Figure 12.4



PRO TIPS FOR COMMUNICATION⁹

<i>Establishing Healthy Communication Skills</i>	<i>Managing Emotions</i>
<i>Listening</i>	<i>Self-awareness</i>
<i>Don't interrupt</i>	<i>Seek to understand reasons for actions</i>
<i>Empathize</i>	<i>Self-control</i>
<i>Show respect</i>	<i>Consider results of actions before taking them</i>
<i>Reserve judgment</i>	<i>Relaxation</i>
<i>Listen for what isn't being said</i>	<i>Learn to take deep breaths; slow down</i>
<i>Use (and observe) body language</i>	<i>Problem-solving</i>
<i>Talking</i>	<i>Seek the underlying cause of emotion</i>
<i>Use "I" phrases (they're less threatening)</i>	<i>Positive thinking</i>
<i>Encourage open-ended conversation</i>	<i>In conflict, assume positive intent</i>
<i>Restate what has been said</i>	<i>Managing stress</i>
<i>Respond, rather than reacting</i>	<i>Set aside personal time (meditation, prayer)</i>
<i>Be specific; stick to the discussion at hand</i>	<i>Changing the scene</i>
<i>Avoid lecturing</i>	<i>Learn to change negative environments</i>
<i>Be positive; seek to outweigh criticism</i>	<i>Find distractions (if emotions overwhelm)</i>
	<i>Model appropriate behavior</i>
	<i>Example what you desire to see in others</i>

⁹ *Single Parenting*. Life Event Management Services #7574; US Department of Health and Human Services; 2011 (used with some adaptation).

Appendix C

Resolving Conflict

Determine underlying cause of the conflict

Best approached prayerfully

May require professional help

Pay attention to patterns

Consistent themes require work

Random conflicts may indicate attention-seeking

Don't attempt resolution when emotions are high

Table the issue; agree to revisit later

Set up routine times for discussion

Family council to set goals, discuss rules

Building Self-Esteem

Sincerity

Use specific, meaningful praise

Security

Love, stability should be foundational

Involvement

Supporting one another in activities denotes value

Belonging

Engage with a community of caring people

Purpose

Explore God's plan for each family member

Trust

Keep promises to others

Trust them to keep promises to you

Responsibility

Help each family member to develop in his/her role

Decision-making

Support agency of each family member

Acceptance of failures and mistakes

Frame them as learning opportunities

Use the moment to demonstrate consistency of love

Appendix C

Structure, Limits, and Discipline

Parents are parents; children are children

A family is not a democracy; parents should lead

Set clear expectations

House rules may be posted as a reminder of what is to be done, not to be done

Be consistent

Predictability is nurturing for children

Follow through with consequences

With rewards

With punishments

Be proportional

Avoid magnified consequences for small achievements or offenses

Pick your battles

Respond; don't react (or worse, overreact)

Don't forget positive feedback
