

HackDivorce Course Presents:

The

Divorce Preparation Workbook



by Michelle D. Rakowski

Dear Friends,

Welcome to the HackDivorce Preparation Module Workbook.

I hope you find this workbook valuable as you prepare yourself and your documents to create your Separation Agreement. Going through this process is never easy, but having some tools and expert guidance can help make the journey more organized and less overwhelming.

The contents of this workbook correlate directly with the accompanying video series that is available on my website, where you downloaded this book. Use them together for maximum benefit.

I sincerely wish you all the best as you work your way through this material and on to rebuilding and creating your new life.

If you find this material helpful, please be sure to check out the FREE Parenting Module Workbook and the FREE Financials Module Workbook also! These courses will cut hours of time out of sourcing information and applying it to your own situation. They will also eliminate the professional fees that you would have to pay a lawyer or a mediator to obtain such information.

It is my pleasure to help others in a way that I could only wish for when I was going through my divorce. Please share these FREE courses with anyone who could benefit from them. Thank you!

Kindest Regards,

Michelle D. Rakowski

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Binder System Checklist

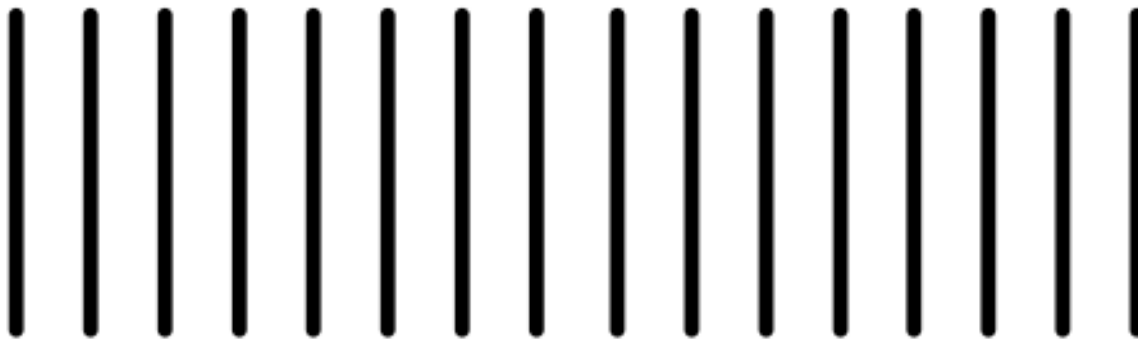
- 4 Inch Binder
- Dividers or Adhesive Tabs
- Letter Sized Envelopes (8.5" x 11")
OR
- Plastic Envelopes made for Binders
- 3 Hole Punch
- Letter Sized Paper (8.5" x 11.5")
- Printer and Ink
- Pens and Pencils - multicolored if preferred

Title:

80/20 Rule

WorkSheet 3

Blank Printable Calendar

A large grid for a calendar, consisting of 8 rows and 6 columns. Each cell in the grid is a square with a small L-shaped notch in the top-left corner, indicating where a date should be written. To the left of the grid is a thick vertical red line.

Defining Goals

WorkSheet 4

Categories	Where Am I Now?	Where am I...	Steps to Get There
Parenting & Kids		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Personal Development		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Family & Friends		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Career		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Home		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Finances		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Relationship & Romance		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:
Health & Fitness		5 yrs: 10 yrs: 15 yrs:	Now: 6 mos: 2 yrs:

Important Document Collection for Parenting

Insurances

1. Extended Dental and Medical

Dental & Medical Insurance Provider: _____

Policy Number: _____

Orthodontic Monthly Payment: _____

2. Life Insurance

Life Insurance Provider: _____

Policy Number: _____

Policy Amount: _____

Beneficiary: _____

Expenses

1. Extra Expenses (includes Daycare)

Name of Child	Activity	Annual Cost

2. Extra Medical Expenses (not covered by insurance)

Name of Child	Type of Expense	Annual Cost

NOTES:

WorkSheet 6

Financial Information Checklist

1. Income

Last 3 Years Gross Yearly Income

Year 20_____	Income:
Year 20_____	Income:
Year 20_____	Income:

Last 3 Months Paystub

Month:	Net:	Gross:
Month:	Net:	Gross:
Month:	Net:	Gross:

Yearly Bonuses

Year 20_____	Total Bonuses:
Year 20_____	Total Bonuses:
Year 20_____	Total Bonuses:

2. Bank Accounts

Bank:	Type:	#	Balance:
Bank:	Type:	#	Balance:
Bank:	Type:	#	Balance:
Bank:	Type:	#	Balance:
Bank:	Type:	#	Balance:

3. RRSP's, Mutual Funds, RESP's, Stocks, Bonds

Name of Asset	#	Value	
		D.O.M.	D.O.S.

4. Marital Home

Estimated Market Value _____

OR

Appraised Value: _____

Balance on Mortgage: _____

Mortgage Provider: _____

5. Other Real Estate

Type of Property: _____

Estimated Market Value _____

OR

Appraised Value: _____

6. Pensions

Pension 1

Pension Provider: _____

Policy Number: _____

Check:

Defined Contribution or Defined Benefit:

Value at D.O.M.: _____

Value at D.O.S.: _____

Pension 2

Pension Provider: _____

Policy Number: _____

Check:

Defined Contribution or Defined Benefit:

Value at D.O.M.: _____

Value at D.O.S.: _____

7. Whole Life Insurance Policies

Policy 1

Insurance Provider: _____

Policy Number: _____

Cash Surrender Value
at D.O.M. _____

Cash Surrender Value
at D.O.S. _____

Policy 2

Insurance Provider: _____

Policy Number: _____

**Cash Surrender Value
at D.O.M.** _____

**Cash Surrender Value
at D.O.S.** _____

8. Jewellery Appraisals Over the Value of _____

Item 1

Name of Item: _____

Registration Number: _____

Appraised Value: _____

Item 2

Name of Item: _____

Registration Number: _____

Appraised Value: _____

Item 3

Name of Item: _____

Registration Number: _____

Appraised Value: _____

9. Major Tools Over the Value of _____

Item 1

Name of Item: _____

Estimated Value: _____

Item 2

Name of Item: _____

Estimated Value: _____

Item 3

Name of Item: _____

Estimated Value: _____

10. Other Items Over the Value of _____

Item 1

Name of Item: _____

Estimated Value: _____

Item 2

Name of Item: _____

Estimated Value: _____

Item 3

Name of Item: _____

Estimated Value: _____

11. Motor Vehicles

Vehicle 1

Make and Model and Year: _____

Name on Ownership: _____

Resale Value as of D.O.S. _____

Remaining Loan \$: _____

Monthly Payment: _____

Vehicle 2

Make and Model and Year: _____

Name on Ownership: _____

Resale Value as of D.O.S. _____

Remaining Loan \$: _____

Monthly Payment: _____

12. Rewards Cards

Card 1

Name of Program: _____

Number on Card: _____

Amount of Points D.O.M.: _____

Amount of Points D.O.S.: _____

Card 2

Name of Program: _____

Number on Card: _____

Amount of Points D.O.M.: _____

Amount of Points D.O.S.: _____

13. Credit Card Debt

Name of Card	Name on Card	Balance D.O.M	Balance D.O.S.

14. Line of credit

L.O.C Provider: _____

Balance D.O.M: _____

Balance D.O.S: _____

Monthly Payment: _____

15. Personal Loans

Loan 1

Loan Provider: _____

Balance D.O.M: _____

Balance D.O.S: _____

Monthly Payment: _____

Loan 2

Loan Provider: _____

Balance D.O.M: _____

Balance D.O.S: _____

Monthly Payment: _____

NOTES:

Conflict Management Styles Assessment

Please **CIRCLE ONE** response that best describes you. Be honest, this survey is designed to help you learn about your conflict management style. There are no right or wrong answers!

Name _____

Date _____

	Rarely	Sometimes	Often	Always
1. I discuss issues with others to try to find solutions that meet everyone's needs.	1	2	3	4
2. I try to negotiate and use a give-and-take approach to problem situations.	1	2	3	4
3. I try to meet the expectations of others.	1	2	3	4
4. I would argue my case and insist on the advantages of my point of view.	1	2	3	4
5. When there is a disagreement, I gather as much information as I can and keep the lines of communication open.	1	2	3	4
6. When I find myself in an argument, I usually say very little and try to leave as soon as possible.	1	2	3	4
7. I try to see conflicts from both sides. What do I need? What does the other person need? What are the issues involved?	1	2	3	4
8. I prefer to compromise when solving problems and just move on.	1	2	3	4
9. I find conflicts exhilarating; I enjoy the battle of wits that usually follows.	1	2	3	4
10. Being in a disagreement with other people makes me feel uncomfortable and anxious.	1	2	3	4
11. I try to meet the wishes of my friends and family.	1	2	3	4
12. I can figure out what needs to be done and I am usually right.	1	2	3	4
13. To break deadlocks, I would meet people halfway.	1	2	3	4
14. I may not get what I want but it's a small price to pay for keeping the peace.	1	2	3	4
15. I avoid hard feelings by keeping my disagreements with others to myself.	1	2	3	4

Source: Reginald (Reg) Adkins, Ph.D., Elemental Truths. <http://elementaltruths.blogspot.com/2006/11/conflict-management-quiz.html>

Scoring the Conflict Management Styles Assessment

As stated, the 15 statements correspond to the five conflict management styles. To find your most preferred style, total the points for each style. The style with the highest score indicates your most commonly used strategy. The one with the lowest score indicates your least preferred strategy. However, all styles have pros and cons, so it's important that you can use the most appropriate style for each conflict situation.

Style Corresponding Statements: Total:

Collaborating (questions 1, 5, 7): _____


Competing: (questions 4, 9, 12): _____

Avoiding: (questions 6, 10, 15): _____

Accommodating: (questions 3, 11, 14): _____

Compromising: (questions 2, 8, 13) _____






 My preferred conflict management style is: _____

 The conflict management style I would like to work on is: _____

How can I practice this conflict management style?

Brief Descriptions of the Five Conflict Management Styles

Keep in mind that one style of conflict management is not necessarily better than another; each style has pros and cons, and each can be useful depending on the situation. This assessment is intended to help you identify your typical response to conflict, with the goal that when you encounter future conflicts, you will be aware of not only your instinctive reaction, but also the pros and cons of that reaction for the specific situation. Furthermore, you will also be aware of the other styles of conflict management that you could draw on to resolve the situation, if one of the other styles is more appropriate for the current situation.

	<p><u>Owl</u></p>	<p><i>Collaborating</i></p>
<p>Owls highly value both their goals and their relationships. They view conflict as a problem to be solved and seek a solution that achieves both their goals and the goals of the other person. Owls see conflicts as a means of improving relationships by reducing tensions between two persons. They try to begin a discussion that identifies the conflict as a problem, and strive to resolve tensions and maintain the relationship by seeking solutions that satisfy both themselves and the other person.</p>		
	<p><u>Turtle</u></p>	<p><i>Avoiding</i></p>
<p>Turtles tend to value avoiding confrontation more than either their goals or relationships. They often find it easier to withdraw from a conflict than to face it. This might even include completely giving up relationships or goals that are associated with the conflict.</p>		
	<p><u>Shark</u></p>	<p><i>Competing</i></p>
<p>Sharks typically value their goals over relationships, meaning that if forced to choose, they would seek to achieve their goals even at the cost of the relationship involved. Sharks are typically more concerned with accomplishing their goals than with being liked by others. They might try to force opponents to accept their solution to the conflict by overpowering them.</p>		
	<p><u>Teddy Bear</u></p>	<p><i>Accommodating</i></p>
<p>Teddy Bears typically value relationships over their own goals; if forced to choose, Teddy Bears will often sacrifice their goals in order to maintain relationships. Teddy Bears generally want to be liked by others, and prefer to avoid conflict because they believe addressing it will damage relationships. Teddy Bears try to smooth over conflict to prevent damage to the relationship.</p>		
	<p><u>Fox</u></p>	<p><i>Compromising</i></p>
<p>Foxes are moderately concerned with both their goals and their relationships with others. Foxes typically seek a compromise; they give up part of their goals and persuade the other person in a conflict to give up part of their goals. They seek a conflict solution in which both sides gain something; the middle ground between two extreme positions. They are willing to sacrifice part of their goals in order to find agreement for the common good.</p>		

Understanding Yourself

Personality

My Personality Type is:

The strengths of my personality are:

The challenges of my personality are:

Conflict Styles

My dominant conflict Styles are:

The strengths of these conflict styles are:

The Challenges of these conflict styles are:

My Ex's dominant conflict styles are:

The strengths of my Ex's conflict styles are:

The Challenges of my ex's conflict styles are:

The people in my Support Circle are:

<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

People I would like to reach out to and invite into my circle of support are:

<hr/>	<hr/>
<hr/>	<hr/>

How do I deal with family and friends that tend to speak negatively or in unhelpful ways about my divorce situation?

When a friend or family member speaks or behaves in ways that are inappropriate I will:

Thank you for taking the time to work through these worksheets. The foundation that you're laying now will set you up for staying organized and will help mitigate overwhelm as you prepare everything you need to create a Separation Agreement.

The next step is to purchase *Module 2: Financials* and *Module 3: Parenting* so that you can continue collecting all the information you need. The videos that accompany the worksheets in the paid modules will walk you through some of the more complex things you'll need to figure out such as your budget, how to sell or buyout the marital home, calculate an equalization and how to calculate child support.

I hope you've found this helpful. If you have questions or suggestions about how I can make this course even more awesome, please contact me:

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