TEMPLATE PACK

Words that *work*

Emails and scripts for school, work, family, and the conversations that are hard to start.

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Inside this pack

1 · Five emails to your child’s teacher

2 · Three emails for work

3 · 24 scripts for hard conversations

4 · How to make them sound like you

Replace the words in [square brackets], keep it short, and send. One topic per message gets a reply far more often than several.

1 · Emails to your child's teacher

START OF THE YEAR

Subject: A few things that help [child]

Dear [teacher's name],

I'm [child]'s [mom/dad/caregiver]. I wanted to share a few things that help [child] do their best this year. [He/She/They] find[s] [what's hard] hard. What helps most is [one or two things].

[Child] is also [a strength], and I'd love for that to have room to shine.

I'm happy to talk any time. Thank you for all you do.

[Your name]

Send it in the first two weeks of term.

RAISING A CONCERN

Subject: Checking in about [child]

Dear [teacher's name],

I've noticed that [specific example], and I wanted to check how things look at school. Is there anything you've noticed?

I'd love to work out together what might help.

Thank you,
[Your name]

One specific example works better than a general worry.

ASKING FOR A MEETING

Subject: A short meeting about [child]?

Dear [teacher's name],

Would you have time for a short meeting in the next couple of weeks to talk about how [child] is getting on? I'd especially like to discuss [one topic].

I'm free [two or three times].

Thank you,
[Your name]

Offer two or three times to save a round of emails.

FOLLOWING UP AFTER A MEETING

Subject: Thank you, and what we agreed

Dear [teacher's name],

Thank you for meeting today. To check we're on the same page, we agreed:

- [point 1]
- [point 2]

We'll review this on [date]. Please let me know if I've missed anything.

Best wishes,
[Your name]

Send it the same day.

SAYING THANK YOU

Subject: Thank you

Dear [teacher's name],

I wanted to say thank you. [Child] came home really proud of [specific moment], and I know your [support/patience/idea] made the difference.

With thanks,
[Your name]

Thank-you emails are rare, so teachers remember them.

2 · Emails for work

ASKING FOR A TIME TO TALK

Subject: 20 minutes this week?

Hi [manager's name],

Could we find 20 minutes this week to talk about how I work best? I've noticed a few things that help me do my job well, and I'd like to share them with you.

Let me know what suits you.

Thanks,
[Your name]

Book a time rather than a corridor chat.

REQUESTING AN ADJUSTMENT

Subject: A change that would help me work well

Hi [manager's name],

I care about doing this job well, and I've noticed a few things that help me do it better.

For example, [where work gets hard]. It would really help to have [what would help]. That way [the benefit to the team].

Could we try this for [a month] and then review how it's going? I'm open to your ideas too.

Thanks,
[Your name]

Mentioning ADHD is your choice. These requests are reasonable for anyone.

SUMMARY AFTER THE CONVERSATION

Subject: What we agreed today

Hi [manager's name],

Thanks for your time today. To make sure I've got it right, we agreed:

• [point 1]
• [point 2]

We'll review how it's going on [date]. Let me know if I've missed anything.

Thanks,
[Your name]

A written summary protects you both.

3 · Scripts for hard conversations

Practise a script out loud once before you need it.

FAMILY

You're telling a parent or sibling about your diagnosis

"I've found out I have ADHD. It explains a lot about how my brain works, and I'm learning what helps. I'm telling you because you matter to me."

Someone says "Everyone forgets things"

"True. With ADHD it happens every day, and it affects work and home. Understanding it is helping me find what works."

A grandparent questions your child's diagnosis

"I know it can feel new. The specialist spent a long time with us, and this is helping us understand how [child] learns best. What would help most is your patience while we try a few things."

A relative offers unasked-for advice

"Thank you for caring. We're working with people who know [child] well, and we've got a plan. I'll let you know if there's something you can help with."

You need help, and asking feels hard

"Could you help me with one thing this week? [One specific task]. It would make a real difference."

DOCTOR

Booking an ADHD assessment

"I'd like to book an ADHD assessment for [myself / my child]. Who carries it out, how many sessions does it take, and what does it cost?"

Explaining why you're asking

"I've noticed [two specific examples] for as long as I can remember, at home and at [work / school]. It's affecting [one area]. I'd like to understand why."

Asking a clinician to slow down

"This is a lot to take in. Could you go through that part again, and write down the main points for me?"

Raising a concern about a treatment

"I've noticed [what's changed] since we started. Can we talk about whether that's expected, and what the options are?"

SCHOOL

Starting the year with a new teacher

“I wanted to share a few things that help [child] do their best. What helps most is [one or two things]. [Child] is also [a strength].”

Opening a school meeting

“Thank you for making time. I’d love us to leave today with one or two things to try, and a date to check how they’re going.”

Disagreeing calmly

“I see it a little differently. At home, we notice [example]. Could we try [suggestion] for two weeks and review?”

Asking for something in writing

“Could you send me a short summary of what we agreed, so I can support it at home?”

WORK

Booking time with your manager

“Could we find 20 minutes this week to talk about how I work best? I’ve noticed a few things that help me do my job well.”

Asking for an adjustment

“In long meetings I sometimes lose track of the actions. A short written summary afterwards would really help, and it means I can start straight away.”

Choosing what to share

“I’d rather not go into details, but these changes help me work well. Could we try them for a month and review?”

You’ve missed a deadline

“I missed the deadline on [task]. It will be with you by [new time]. To stop it happening again, I’m [one change].”

Priorities keep changing

“I want to get the most important thing done first. Could you rank these three for me?”

PARTNER

Starting the conversation

“I’d like to talk about how we share things at home. Not now, when we’re both tired. Could we find 20 minutes this weekend?”

Naming the pattern, together

“I think ADHD shows up in this, and I don’t want it to turn into us against each other. Can we try to solve it as a team?”

Asking for a reminder that helps

“A reminder really helps me. Could you send it as a message rather than saying it in passing? I’m more likely to act on it.”

TALKING TO YOURSELF

After a hard day

“Today was hard, and I still did [one thing]. Tomorrow I’ll start with [one small step].”

When you can’t start

“I don’t need to finish it. I just need to do the first two minutes.”

When the old labels come back

“That’s an old story. My brain works differently, and I’m learning what helps it.”

4 · Make them sound like you

1. Read the template out loud. Change any word you wouldn’t say.
2. Add one specific example. Real moments are more persuasive than general worries.
3. Cut anything that isn’t needed for the one thing you’re asking.
4. Put the action and the date in the subject line.
5. Send it, and put a reminder in your calendar to follow up.

General templates from a communications writer and ADHD coach in training. Not legal or medical advice. For personal use; please don’t resell. More free tools at andreaantal.com.