

# Email Therapy



**Guide 1:  
For new clients  
wanting to know more.**



[www.connectedwellbeingpsychotherapy.com](http://www.connectedwellbeingpsychotherapy.com)

# Welcome to my practice



My name is Caroline Keen. I am an Integrative Psychotherapist and Arts Psychotherapist offering therapy via Email, Video Call and Telephone.



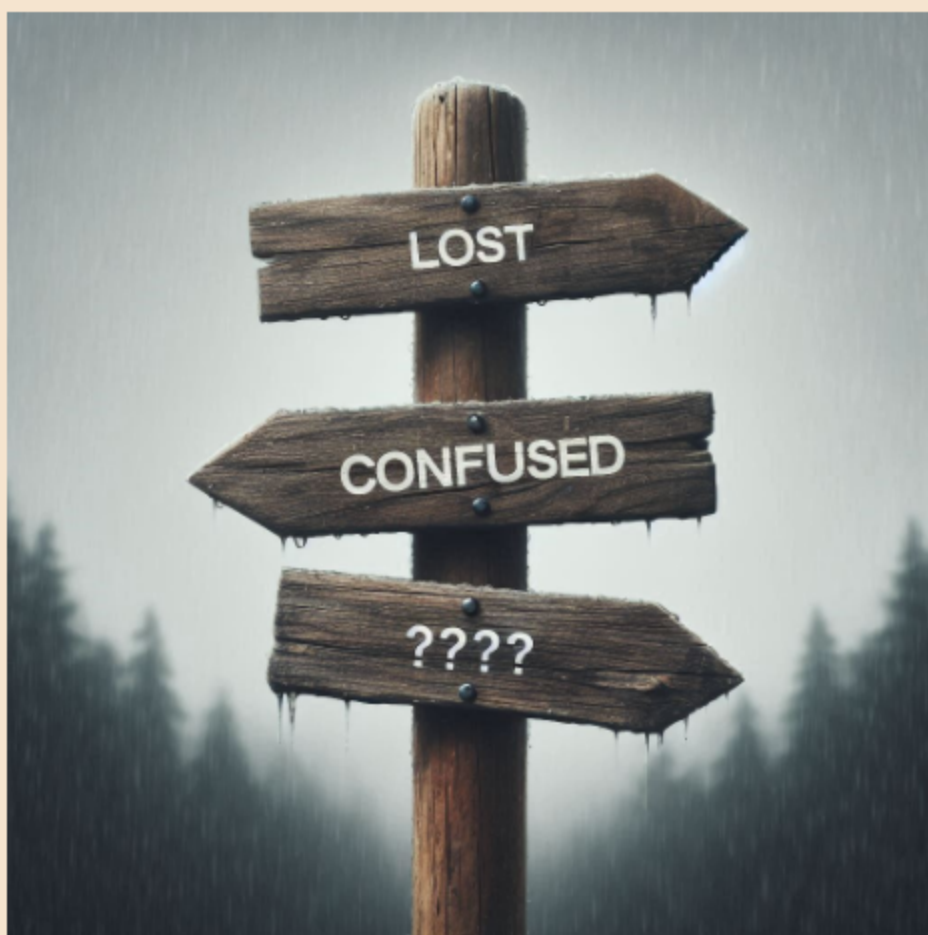
My website shares more information about myself, the ways I work and areas I have supported clients with.

You will also find links to my Social Media .

Email therapy has a different feel to it from other forms of therapy. This is why I offer an Introductory Session, so you can see what it is like before committing.

Some people may find it easier to explore topics of a sensitive nature with Email Therapy rather than with other methods of therapy. Flexibility is one of the advantages of Email Therapy, meaning you can write your email any time of day or night, and even take your time over multiple days.





## Email Therapy

A space to share your inner world and try to make sense of it, with the safety of another person joining you on your journey.

### **Sequence to Email Therapy**

- Start compiling your Email Therapy Session
- Invitation to fill out CORE-10
- Send your Email Therapy Session
- Receive my Response Email
- ...Repeat weekly for the duration of therapy...

# Initial contracting and getting set up

## **1) You will reach out and contact me to enquire about Email Therapy**

caroline\_KeenCWP@proton.me

## **2) I will send you an email**

This will contain:

- My 2 Guides to Email Therapy, this one and part 2, (also accessible on my website).
- A Therapeutic Relationship Contract to agree to, which also includes a presenting symptoms sheet, (also accessible on my website).
- A Contact form for admin purposes.
- An invite to fill out CORE-10 each session, (information to why I use it in my practice is documented in this guide).
- An invitation to send your Introductory Therapy Session, if you would like to try email by this method





# The Introductory Session

You will be able to take up my invite to try Email Therapy by sending me your Introductory Therapy Session. This is a chance to see what it feels like to compile your email.



This is our opportunity to meet each other and is different to a Therapy Session, however it gives us both a chance to check if we are a good fit for one another before committing to therapy. It is important you feel comfortable with your choice of therapist.

I will then send you my Therapy Response Email. This will give you a feeling of what it is like to have a therapeutic response email.

If you want to continue, you can then get back in touch, I will book you in, you pay for your next session and then send your Therapy Session Email by our agreed time.



# What to write



When a person first starts therapy it can be difficult to know where to start or how much information to give. I would like this to feel as natural a process as possible and encourage you to write what feels right for you.

During the Introductory Session, I invite you to share anything you feel you would like to about yourself or how you experience life.

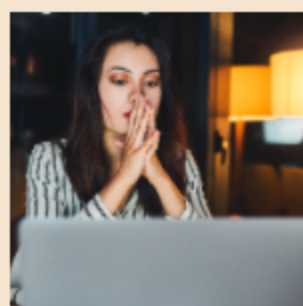
You may want to tell me about any past therapy experiences, and what you are hoping to gain from this therapy. What made you decide to give Email Therapy a try?

You may already have a focus that you would like to explore, let me know a little about what has been troubling you. Do what feels natural and what feels like an okay level of sharing for you.

Do you have any questions you would like to ask me? I will respond to these in my Therapy Response Email.



Remember to  
check you are  
within your  
500 words limit



Send your email by our agreed time to:  
[caroline\\_keenCWP@proton.me](mailto:caroline_keenCWP@proton.me)

# Invitation to fill out CORE-10

## **What is CORE-10**

It is a short questionnaire used in Therapy to measure overall wellbeing, allowing symptoms to be monitored and therapy to be tailored to individual needs. Sometimes there can be a temporary increase in symptoms while exploring different themes in therapy. This is perfectly natural and expected.

## **Why do I use CORE-10**

By inviting the use of CORE-10 every session with every client it enables me to gauge what additional support may be needed and if there are any areas you are struggling with that may not have come up in your written email.

Some people find it very difficult to bring up feelings connected to dispaire or hopelessness, self-harm or suicidal thoughts. Sometimes, using a form can offer a way in for a client to share these aspects, which can then be explored sensitively within our exchanges and maximise the therapeutic benefits.

It is an 'invitation' and I encourage client's to do what feels right for them. You can choose to fill them out each week, only occaisonally, or not at all.





# Examples of CORE-10 P.S



When you receive my Email Response, I will add a section at the bottom that looks like this:

## Core-10 P.S

I invite you to fill out this weeks Core-10 via this link  
<https://forms.office.com/e/fiweBk2DtW>

I sometimes may not write anything more, or I may write up to 150 words if I feel you may benefit from some more exploration on your past Core-10 answers. I may write something like this below, and possibly attach a support PDF.

## CORE-10 P.S

In last week's form you ticked that most of the time you were having difficulty getting to sleep or staying asleep. Would you like to tell me more about this aspect of your life? Is the trouble getting to sleep? or is it waking often? Is there any common thoughts or feelings that come up? I have attached a PDF to help explain more about how sleep can be disrupted and some approaches some people may find beneficial.



If you would like to add more explanation to your answer, ask for help with a certain area or respond to my previous CORE-10 P.S, you have 150 words you can use. You would state:

## Core-10 P.S

eg. I have been.... etc





Please do get in  
touch if you have  
any further  
questions.



Email: [caroline\\_keenCWP@proton.me](mailto:caroline_keenCWP@proton.me)



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