

# Becoming More Assertive

Some people are naturally more assertive than others. If your personality tends to be more passive, you might want to work on the following assertive behaviors. Becoming more assertive will require you to learn new communication skills as well as new ways to think about yourself and others.

Rate the skills that you think are important for you to work on, with:

1=Not important      2= Somewhat important      3= Very important

## Value yourself and your rights.

\_\_\_\_ Understand that your rights, thoughts, feelings, needs and desires are just as important as everyone else's while remembering they are not *more* important than anyone else's, either.

\_\_\_\_ Recognize your rights and protect them.

\_\_\_\_ Believe you deserve to be treated with respect and dignity at all times.

\_\_\_\_ Stop apologizing for everything.

## Identify your needs and wants, and ask for them to be satisfied.

\_\_\_\_ Don't wait for someone to recognize what you need.

\_\_\_\_ Understand that to perform to your full potential, your needs must be met.

\_\_\_\_ Find ways to get your needs met without sacrificing others' needs in the process.

## Acknowledge that people are responsible for their own behavior.

\_\_\_\_ Don't make the mistake of accepting responsibility for the how people react to your assertive statements (e.g. with anger or resentment). You can only be responsible for yourself.

\_\_\_\_ As long as you are not violating someone else's needs, then you have the right to say or do what you want.

**Express negative thoughts and feelings in a healthy and positive manner.**

\_\_\_\_\_ Allow yourself to be angry, but always be respectful.

\_\_\_\_\_ Say what's on your mind, but do it in a way that protects the other person's feelings.

\_\_\_\_\_ Control your emotions.

\_\_\_\_\_ Stand up for yourself and confront people who challenge you and/or your rights.

**Receive criticism and compliments positively.**

\_\_\_\_\_ Accept compliments graciously.

\_\_\_\_\_ Allow yourself to make mistakes and ask for help.

\_\_\_\_\_ Accept feedback positively – be prepared to say you don't agree but do not get defensive or angry.

**Learn to say "no" when you need to.**

\_\_\_\_\_ Know your limits and what will cause you to feel exploited.

\_\_\_\_\_ Know that you can't please people all of the time and accept that this is true for everyone.

\_\_\_\_\_ When you can't do what someone asks of you, suggest an alternative for a win-win solution.

**Write down one situation where you think you need to be more assertive:**

---

---

---

---

---

---

---

---

---

---

