

Build Assertiveness Skills

Complete this worksheet once a week for one month or more—as you continue to reflect on your attempts to be more assertive, you will find new opportunities and motivation to be your own advocate.

1 Even if you have trouble with assertiveness, think of a recent situation in which you were able to assert yourself (even if it didn't work). Briefly describe it.

2 Which of the following assertiveness skills were you able to use? Mark them with a check.

- Using respectful humor to express yourself.
- Providing context the other person may have overlooked.
- Making eye contact.
- Owning your feelings.
- Requesting feedback.
- Asking clarifying questions.
- Voicing your perspective in a calm tone of voice.
- Facing the other person directly.

3 Look at the list above, and circle any of the skills you struggled to use but wanted to. Below, describe the inner conflict that might have kept you from using each skill.

4 Were you fully satisfied with how the situation turned out? If so, describe how your response helped meet your own needs. If not, how could you overcome inner conflicts and employ different assertiveness skills next time?