**Assertiveness 101: Four Interpersonal Styles**

**ASSERTIVE** *Is the combination of the positive aspects of passive and aggressive styles. It means   
standing up for yourself without being hurtful.*

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**PASSIVE AGGRESSIVE**

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**PASSIVE-AGGRESSIVE***Is the combination of the negative aspects of passive and aggressive styles. It means   
being hurtful in an indirect way without taking responsibility for it.*

Assertiveness is about dealing with things when they are small, before they get out of hand.

**Assertiveness 102: Assumptions vs. Rights**

Reasons we do not say NO:

* Automatic Yes
* Mind-reading
* Neglecting/Devaluing of Self
* Guilt
* Doubts about Decision-making Ability
* Time Investment
* Fear of Rejection/Retaliation
* Denial of Loss

(See Bill of Rights Handout)

**Assertiveness 103: How to be Assertive**

*Physically*: *Essence*/*Presence*:

1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(CONTINUED: Assertiveness 103: How to be Assertive)**

**Trust**: That others can take what you have to say, and that you have the right to be assertive.

**Practice**: It only improves and begins to feels natural with practice.

**Be Brief**: Be clear, simple, and to the point.

***When you*** *[unwelcomed behavior],* ***I feel*** *[emotion].* ***In the future, please*** *[preferred behavior].*

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ the problem behavior or situation. Be specific.

* You have [behavior] [quantity] this [amount of time]
* You’ve been late three times this week.
* The door slammed when you left this morning.
* Dirty dishes have been in the sink for the past week.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ your feelings.

* I feel [emotion] when [behavior] happens.
* I feel really [frustrated/annoyed/angry] when you are late.
* I get [angry/upset/scared] when the sound of the door slamming wakes me up.
* I feel [stressed/unhappy/exhausted] when the dishes are not washed/put away.

1. \_\_\_\_\_\_\_\_\_\_ the change in behavior you are requesting.

* Please [desired action/behavior] when/if [situation repeats].
* Please be on time and call me before our agreed upon time if you are late.
* Please close the door quietly when you leave in the morning.
* Please wash your dishes and put them away as soon as you are done using them.

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a mutually satisfying solution.

* Perhaps we could meet 15 minutes later to give you more time.
* Would you be willing to agree to wash and put away dishes at end of each night?

**Things to Avoid:**

1. G\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. V\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. A\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. N\_\_\_\_\_\_\_\_\_\_\_\_\_\_: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Assertiveness 104: WHY Be Assertive? Benefits:**

1. Mental Health! Decreases your stress, reduces long-term anxiety
2. Physical Health! Headaches, ulcers, high blood pressure, weight gain.
3. Increases self-confidence, sense of empowerment
4. Can improve relationships