
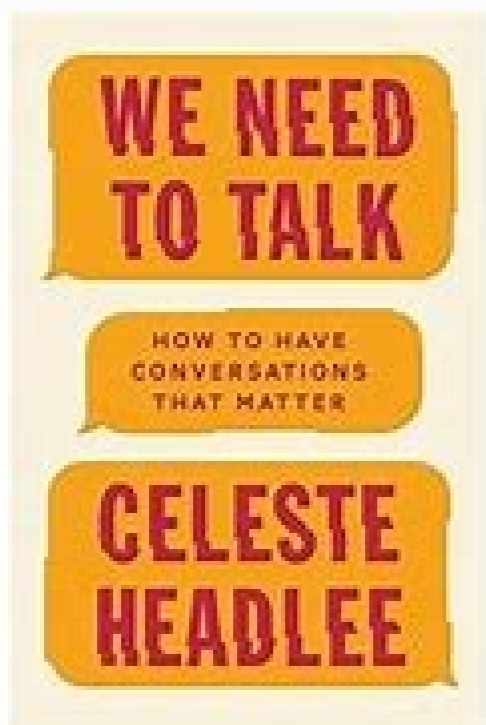
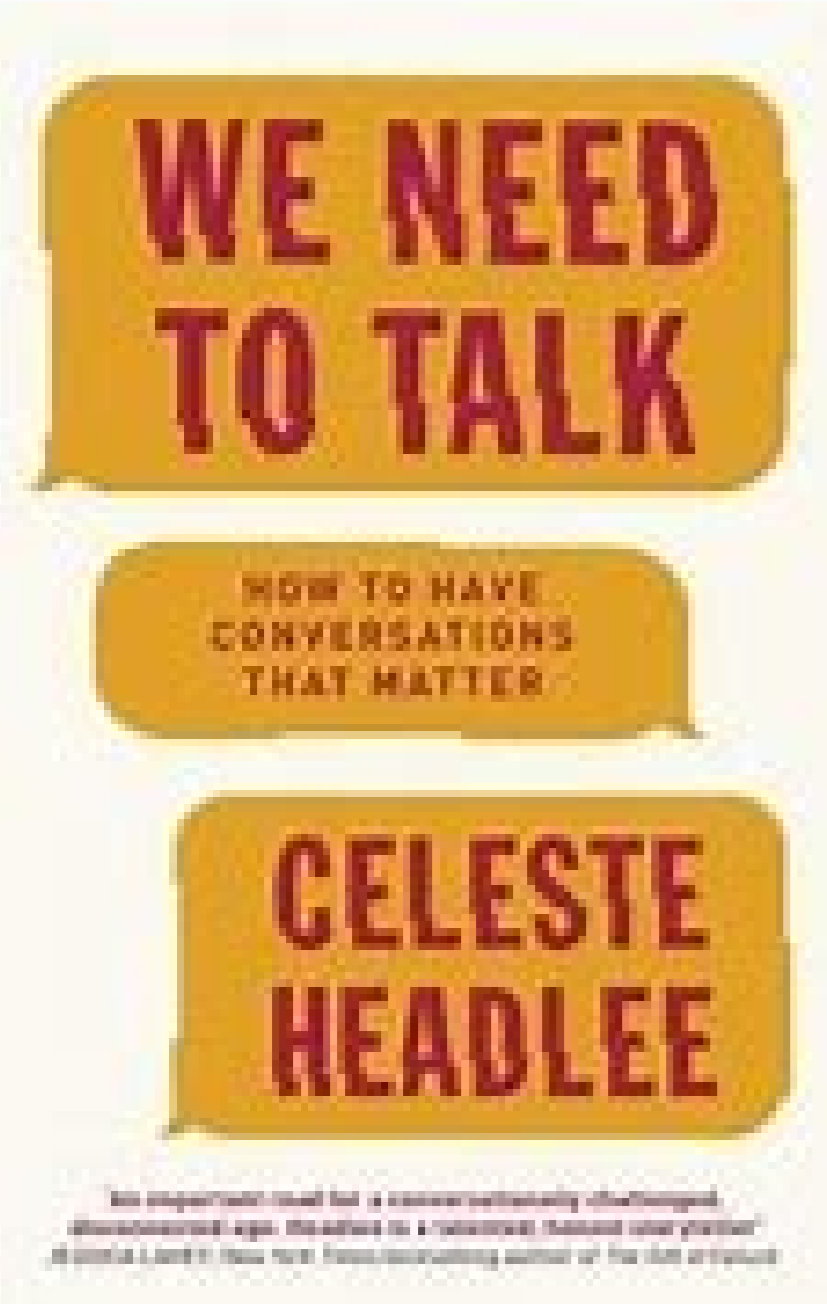


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An assertive person makes a point clearly and calmly, with confidence. They accept that they may have more to learn and, therefore, fear neither challenge nor a difference in opinion. They consider their own needs as necessary, and while coming across as assured, they are definitely not aggressive. While communicating, such an individual is both respectful to themselves and those with which they share thoughts and opinions. Being assertive is a crucial aspect of effective communication and requires you to be heard but not aggressive. This article explores this balance and how it can be identified and developed through a series of worksheets and techniques. 5 Worksheets and Workbooks Assertive communication is a powerful tool that helps you to speak up and be heard. It is a way to say, "this is who I am, and this is how I want to be treated" while remaining aware of the feelings and needs of others (Murphy, 2011). However, it is not about trying to be liked all the time. Nor is it concerned with making everyone else happy or keeping the peace. The aim of assertiveness is to make sure that you are heard and treated fairly. Not only does assertiveness enhance communication skills and strengthen decision making, but it also improves your self-esteem. Becoming more assertive will make you better equipped to face conflict and difficult situations without self-doubt while earning others' respect. So how do you or your clients become more assertive? Building a healthy self-perception It can be useful to create a set of assertiveness rules by which you can live. They should remind us that we have the right to individual needs and can expect them without guilt or doubt (Smith, 1985). Have a look at the Rights of Assertiveness worksheet. Regularly review the assertiveness rules, amending them as needed. They can be especially useful before or after difficult conversations to bolster internal strength and remind you that you deserve respect. Indeed, while good manners are important, they can lead to a restrictive mindset. We don't have to say yes to everything, and it is fine to disagree with what is said. Self-talk for assertiveness Self-talk can be positive or negative. Indeed, telling ourselves we can't do something damages our self-belief and can reduce feelings of self-respect. On the other hand, athletes using positive motivational self-talk can push their limits for longer and even increase their capacity to cope with pain (Meijen, 2019). Use this Positive Assertiveness Statements worksheet to encourage a robust and healthy degree of self-worth. Repeating the statements daily and before difficult conversations can change your perception and improve self-confidence. Feel this shift in how you view yourself, strengthening your inner voice and becoming aware of the increased self-empowerment. Assertive talk When talking assertively, it is vital to consider what others hear. If you mumble or don't speak clearly, you will sound like you lack confidence and passion. The Talk Assertively worksheet contains four techniques to encourage verbal assertiveness. It can be useful to play back earlier communications to see how they could have been improved by employing these communication techniques more consistently. Find opportunities to practice the four approaches and make improvements based on lessons learned. Planning what you are talking about Knowing your subject matter and being clear on what you wish to share will help your confidence and make you sound more assertive. Chris Anderson (2017), creator of the successful TED Talks, writes that every good communication starts with having "something meaningful to say, and your goal is to re-create your core idea inside your audience's minds." To do this, you must: Focus on one key idea Find a reason for people to care Build the idea out of concepts the audience already understands After all, successful communication means you have something worth saying. Try out the Communicating an Idea Effectively worksheet for steps on how to successfully present that idea. Assertiveness obstacles We often create our own obstacles to being assertive. Identifying the challenges and finding ways to overcome them will help us grow and get closer to reaching our goal of being a more assertive person (Banks, 2020). Try out the Assertiveness Obstacles worksheet. Ask yourself if any of the left-hand column statements are correct (I don't know what I want, My needs don't matter, etc.). If you think these are valid, consider the right-hand column's actions and focus your attention on removing the obstacle between you and becoming more assertive. Helpful Techniques and Tips Assertiveness and aggression Assertiveness should not be confused with aggression; they differ in terms of respect (Murphy, 2011). Aggressive people do not respect the views or the needs of others. They often raise their voices, trample on the opinions of others, and invade their personal space. Their sarcasm and shouting can even lead to violence. Assertiveness is dignified. Those who are skilled walk the fine line between getting what they want and stepping on others' needs. Read our related article on Nonviolent Communication. Assertiveness and passivity Being passive can be as unhelpful to communication as aggression (Murphy, 2011). The difference between the two is, again, one of respect. After all, passive people lack respect for their own feelings, needs, and opinions. The desires of others become more important than their own. Being aggressive will not win you many friends, but neither will passivity. It is ultimately a loss of power, allowing others to make the decisions on our behalf. How do I stop myself or my client from being a captive of the environment and become assertive? Visualize success in assertive communication Use the earlier guidance to help visualize a successful and assertive conversation where everything goes well. The more real you can make it - sights, sounds, smells - the greater the positive impact will be. Also, consider revisiting previous situations that went well and spend time feeling good about how you performed. Feel confident in returning to less successful conversations. Where it felt like it went wrong, change how you reacted and how secure you felt. Picture how strong you can be. Develop assertive body language While we have so far focused on internal assertiveness, it is worth considering the impact of our behavior. In Presence: Bringing Your Boldest Self to Your Biggest Challenges, Harvard professor Amy Cuddy (2018) says we change the impression we make on ourselves (and others) by adopting behaviors that reflect both strength and power. She describes presence as confidence without arrogance. According to a large body of research, it can be achieved through "self-nudges, small tweaks in our body language and mindset." Try out Cuddy's "power pose." Adopt a confident stance, with hands on hips like Wonder Woman or Superman, and hold for two minutes. There are other ways to develop strong body language: Strong eye contact An honest, genuine smile Shoulders back but relaxed When sitting, be straight and tall Gesture with your hands comfortably but not frequently (relax them at your sides when they are not needed) A video demonstrating the power pose is shared in the TED Talk section below. Personal relationships Personal relationships can be challenging for people lacking in assertiveness. If you wish to be respected by friends and partners, you must first respect yourself. Judy Murphy (2011) offers the following tips for being assertive in a relationship: Take back the power. If you are sharing a home, remind yourself that you deserve it to be comfortable. No one has the right to make me uncomfortable in my own home.

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