

BEING ASSERTIVE

STEP

1



CLARITY ON ASSERTIVENESS

What does assertiveness mean to you?

To determine if you are assertive, answer the following questions in the spaces provided.

Am I willing to take responsibility for my own choices and their consequences?

Do I trust myself, and others, enough to be open and transparent?

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CONT.

Am I willing to state what I think, feel, need, want and believe without attacking others?

Am I actively pursuing what I want in life?

Do I respect myself at this moment for what I am doing?

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2



WHAT STOPS US

This week spend some time getting clear at the beliefs underlying your lack of assertiveness. List them below:

Examine each of the beliefs and answer the following questions about each one:

- Is this statement 100% true?
- Are you 100% sure it is true?
- What does holding onto this belief do to you?
- Who will you become in 10 years as a result of holding on to this belief?
- What will the cost be in 10 years if this belief is not changed now?
- Who would you become and how would you act without that old belief?

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CONT.

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UNDERSTANDING ASSERTIVENESS

Listed on the left in the table below are characteristics of those who operate passively. Listed at the right are the characteristics of those who operate aggressively. To test your understanding of the lesson, fill in the characteristics of those who operate in the assertive position.

PASSIVE	ASSERTIVE	AGRESIVE
I'm not OK	I'm OK, you're OK	You're not OK
I don't have rights		You don't have rights
Does not respect self		Does not respect others
Exhibits little self esteem		Diminishes self esteem in others
Blames others		Blames others
Denies or does not express feelings		Expresses own negative feelings
Keeps it all in		Lets it all hang out

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CONT.

PASSIVE	ASSERTIVE	AGRESIVE
I lose - You win		I win - You lose
Closed		Hostile
Controlled by others		Controls others
Doesn't trust self		Doesn't trust others
Allows others to make choices for him/her		Makes choices for others
Does not actively pursue own goals		Reaches goals at expense of others
Does not make decisions		Makes decisions for others

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THINKING ASSERTIVELY

Try using a Thought Diary for unassertive behaviour next time you notice that you are feeling hurt, angry or upset after an interaction with someone. It may be that you have thought and /or reacted in an unassertive manner.

Continue to use a Thought Diary for these situations until it becomes second nature to you. You will then find that you can catch your unassertive thoughts before you act on them and dispute them in your head.

Thought Diary: Part 1 Understanding your reaction.

SITUATION	THOUGHTS
What emotions was I feeling? How strong were these? Rate (0-100)	
What physical response did I notice in my body?	
What did I do?	
Was this a passive, assertive or aggressive way of behaving?	

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CONT.

SITUATION	THOUGHTS
What thoughts were running through my head?	
Which is the strongest thought?	
How much do I believe this thought?	
Are these passive, assertive or aggressive thoughts?	

Thought Diary: Part 2 Disputing or challenging your unassertive thoughts

SITUATION	THOUGHTS
Is there any evidence that my thought is true?	
Is there any evidence that my thought is not true?	

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CONT.

SITUATION	THOUGHTS
Am I ignoring my rights or the rights of the other person? If so, what am I ignoring?	
Are there any other ways of interpreting the situation?	
What would be a more assertive way to think about this?	
What would be a more assertive way to behave?	
Rerate my original emotion: Rerate my belief in the original thought:	

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5



USING THE TECHNIQUES

Practice all of the assertiveness techniques described in the program this week (one each day) and record your results in the table below.

TECHNIQUE	RESULT
Monday: D.E.SC	
Tuesday: Broken Record	
Wednesday: Fight Fire With Water	
Thursday: Negative Assertion	
Friday: I Statements	
Saturday: Disagree Gracefully	
Sunday: Saying No	

Which technique did you feel most comfortable with and why?