



IF YOU WOULD LIKE HELP WITH ASSERTIVENESS



how to be ASSERTIVE

- **RECOGNISE THE VALUE OF BEING ASSERTIVE.** Learning to be assertive can have a positive impact on relationships and personal wellbeing.
- **NOTICE YOUR COMMUNICATION STYLE.** How do you come across to others? Are you passive and overly agreeable? Or do you tend to be aggressive and demanding?
- **BE OPEN & HONEST.** Be clear and to the point about how you feel and what you think. If you want something, feel able to ask rather than waiting for someone to notice.
- **RESPECT OTHERS.** Try to understand the other person's point of view and don't interrupt when they are explaining it to you.
- **STAY CALM.** When asserting yourself - breathe normally, make eye contact, keep your face relaxed and speak in a normal voice.
- **USE 'I'.** Stick with statements that include 'I' in them such as 'I think' or 'I feel'. Don't use aggressive language such as 'you always' or 'you never'.
- **PRACTISE & BE PATIENT.** Try talking assertively in front of the mirror or to a friend. Remember to be aware of your body language and your tone. You might not get it right straight away.