DBT

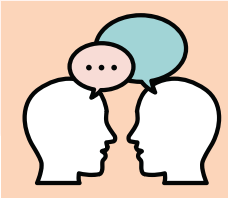## Interpersonal Effectiveness Journal

INTERPERSONAL EFFECTIVENESS

"DBT INTERPERSONAL EFFECTIVENESS SKILLS: THE GUIDE TO HEALTHY RELATIONSHIPS"

WHAT IS INTERPERSONAL EFFECTIVENESS?

Goals of interpersonal effectiveness include getting people to meet your needs, getting them to do those things you want them to do, and getting others to take your opinions seriously. The aim is to strengthen current relationships, build new and satisfying relationships, and end those unhealthy or toxic relationships. Creating and maintaining balance in relationships and balancing change with acceptance is essential. Interpersonal effective skills are not naturally attained; they need to be learned. Emotions often get in the way of building healthy relationships. Sometimes our automatic negative thoughts (ANTs) about ourselves get in the way of finding new relationships and ending toxic ones.

In DBT, Interpersonal Effectiveness refers to communication and social skills which help us to:
- Attend to relationships
- Balance priorities versus demands
- Balance the 'wants' and 'shoulds.'
- Build a sense of mastery and self-respect
-

Gaining Our Objective
To increase our effectiveness in dealing with other people, we need to:
- Clarify what we want from the interaction - be as specific about that as you can
- Identify what we need to do to get the results we want

INTERPERSONAL SKILLS INCLUDE:

- GIVE
- FAST
- THINK
- DEARMAN
- BOUNDARY SETTING

Interpersonal skills can increase the likelihood of positive outcomes, relationships, and self-respect effectiveness for interactions. When used effectively, the DEAR MAN-GIVE-FAST skills help you convey your needs and wishes clearly, without the other party having to "read their mind."

GOAL PLANNER

Created / / **Deadline** / / **Achieved** ◯

How important is this goal?
◯ ◯ ◯ ◯ ◯

My Mood
♡ ♡ ♡ ♡ ♡

The Goal I am working towards

Why is this goal important to me?

_____
_____
_____

S SPECIFIC

M MEASUREABLE

A ATTAINABLE

R RELEVANT

T TIMELY

What resources do I have?
_____
_____
_____

What challenges may I face?
_____
_____
_____

How can I overcome these challenges?
_____
_____
_____

FAST SKILL

FAST is about maintaining self-respect during conflict and requires you to be truthful about the problems (even if you are tactful about how you frame them) and not to sacrifice your values or integrity. You'll want to use these skills in sequential order and all together.

FAIR

F

Be fair to yourself and others. Validate your feelings and wishes, as well as those of others.
Being fair means not using dramatic or judgmental thoughts.

APOLOGIES

A

STOP making unnecessary apologies; you do not need to apologize for having an opinion or disagreeing.
However, this doesn't mean you never apologize.

STICK TO YOUR VALUES

S

Be clear on what you believe is the moral or valued way of thinking and acting. Don't change your values just to be liked. Instead, stand up for what you believe in.

TRUTH

T

Avoid dishonesty. Be truthful by avoiding exaggerations, excuses, and lies. Are you exaggerating the situation?
Are you minimizing it? Are your words true?

GIVE SKILL

The GIVE skill is useful in every interpersonal relationship. Whether it's your first time meeting this person or if you have been in a relationship with them for a long time GIVE will help to build and maintain positive relationships.

GENTLE

G Be more gentle and treat the other person with respect. Don't threaten, attack, or express judgment during your interactions with other people.

INTERESTED

I Listen and look interested in the other person. Show interest in other people's points of view by listening without interrupting.

VALIDATE

V Show other people that you understand by validating their thoughts and feelings. Try to recognize when you are demanding, and respect their opinions.

EASY MANNER

E Be relaxed and light-hearted, smile, and show an easy-going manner using a little humor - You will be more approachable. Leave your attitude at the door.

THINK SKILL

THINK is a newer DBT interpersonal effectiveness skill. It was developed to reduce negative emotions toward others. You won't need to use this skill in every interaction, but it will be helpful when interpersonal problems arise and you're feeling upset.

THINK

T

Think about the situation from the other person's perspective. Is she angry, too? Is she viewing you as unreasonable, just like you're viewing her as unreasonable?

HAVE EMPATHY

H

What does it feel like to be the other person? Let yourself feel her emotions for a moment.

INTERPRETATIONS

I

Interpretations of the other person's behavior. Think about possible reasons why she did the thing that upset you. Start with outlandish reasons (to open your mind) and move toward more realistic reasons.

NOTICE

N

Notice the other person. Notice their emotions and behavior. Notice that she smiled at you, even though you may not be on good terms yet. You don't have to do anything about it just yet; simply take note.

KINDNESS

K

This doesn't mean you have to forgive and forget immediately. This means that your words are kind. You may say, "What you said to me hurt, and I hope we can fix this in the future. Right now, I need some space."

DEARMAN SKILL

DEAR MAN is the interpersonal skill used to ask for something in a respectful and effective way that builds and maintains a relationship–whether or not you actually get what you are asking for.

D
DESCRIBE
Describe the situation simply. Stick to the facts by avoiding opinion and interpretation.

E
EXPRESS
Express how you are feeling by using an "I" statement. Don't assume that the other person knows how you feel.

A
ASSERT
Say what you need. don't beat around the bush. Be firm and clear.

R
REINFORCE
Reward people who respond well, and explain the positive effects of getting what you want or need.

M
MINDFUL
Maintain your position and keep your mind on your goals. Don't steer off from the objective of the interaction.

A
APPEAR
Use a confident voice and body language, and make good eye contact to help you appear confident.

N
NEGOTIATE
Remember that you aren't demanding anything, you are asking for something. be open to negotiation.
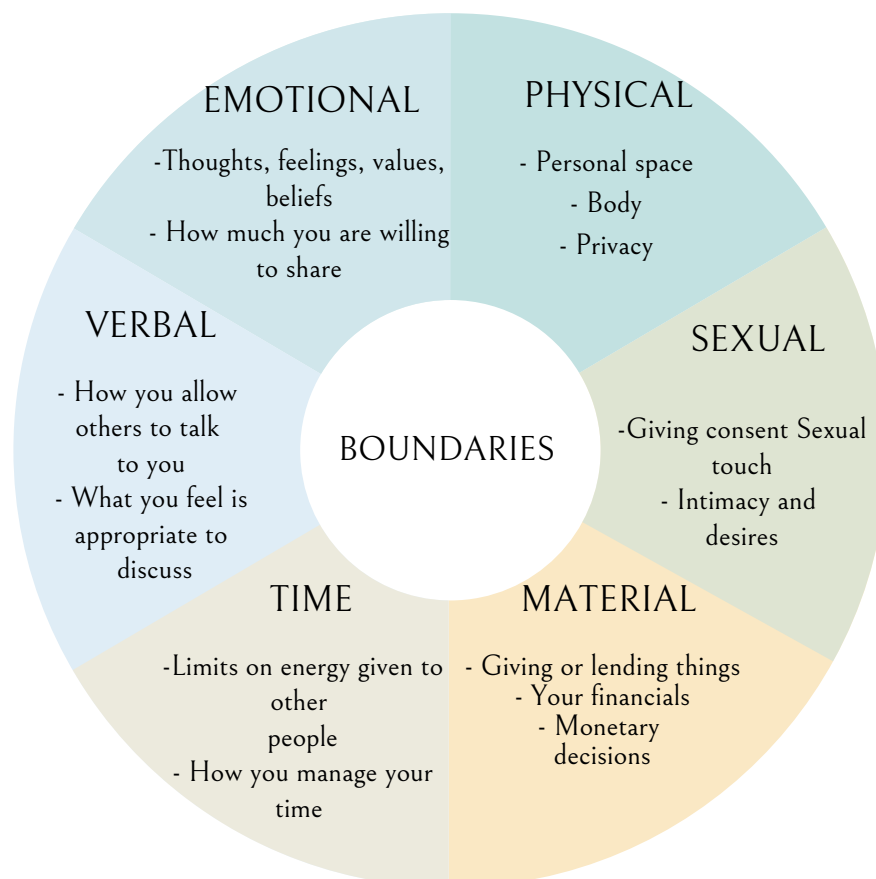
BOUNDARIES

Boundaries are simply the limits, rules, or lines we set for comfort. Boundaries are a set of physical and mental guidelines that are established to help protect ourselves when we are around other people and in relationships.

Having healthy boundaries is an essential personal skill to help you thrive and communicate your needs. It is vital to set limits so that others don't take advantage of or manipulate you. For example, a person with solid personal boundaries will feel comfortable saying 'no' when asked to do something they are uncomfortable doing without feeling the need to apologize.

Everyone's boundaries are different, so once you set yours it shows others how you expect them to behave around you and vice versa.

TYPES OF BOUNDARIES

EMOTIONAL
-Thoughts, feelings, values, beliefs
- How much you are willing to share

PHYSICAL
- Personal space
- Body
- Privacy

SEXUAL
-Giving consent Sexual touch
- Intimacy and desires

MATERIAL
- Giving or lending things
- Your financials
- Monetary decisions

TIME
-Limits on energy given to other people
- How you manage your time

VERBAL
- How you allow others to talk to you
- What you feel is appropriate to discuss

BOUNDARIES

FINDING THE SWEET SPOT

By now, you are familiar with boundaries, the imaginary line separating you from others. However, finding the right balance with personal boundaries can be difficult and a work in progress for many people.

Personal limits of boundaries can be divided into three different categories, rigid (hard), porous (soft), and healthy (the right balance between the other two).

Individuals with porous boundaries find it hard to say no to people and often feel mistreated and taken advantage of.
On the other hand, individuals that constantly have a wall up and don't allow people to get close to them have hard, rigid boundaries.

Understanding your boundaries is essential as it allows you to be assertive, protects you from mistreatment, and helps you develop meaningful relationships. If you recognize your boundaries as either soft or rigid, you can adjust them and move them in the right direction to find the right balance that works for you.

RIGID	POROUS	HEALTHY
• Doesn't ask for help	• Finds it difficult to say 'no'	• Values their own opinions
• Is closed off	• Overshares too much personal informations	• Shares personal information appropriately
• Avoids close relationships	• Too involved in other peoples problems	• Doesn't compromise their own values for others
• Is detached from others	• Accepts disrespect	• Is comfortable in saying 'no', and accepts 'no' from others.
• Protective of themselves	• Dependent on other people	
• Has only a few close relationships	• Feels responsible for other peoples happiness	

CHEERLEADING STATEMENTS

1   It is OK to want or need something from someone else.

   I can stand it if I don't get what I want or need.   2

3   The fact that someone says no to my request doesn't mean I should not have asked in the first place.

   I can act skillfully and still not get my objective met.   4

5   Standing up for myself over "small" things can be just as important as "big" things.

   I can insist on my rights and still be a good person.   6

7   The fact that other people might not be assertive doesn't mean that I shouldn't be.

   There is no law that says other people's opinions are more valid than mine.   8

9   Giving, giving, giving, is not the be-all of life. I am an important person in this world too.

   I am under no obligation to say yes to people simply because they ask a favor of me.   10