**Assertiveness Ladder & Communication Scripts Worksheet**

**Part 1: The Assertiveness Ladder**

Use this ladder to track your progress in communicating your needs, especially in work settings. You don’t need to jump to the top—even one step up is growth.

1. **Avoiding** — I stay silent or comply even when uncomfortable.
2. **Hinting** — I indirectly suggest my needs but avoid saying them outright.
3. **Explaining Excessively** — I say what I need but over-apologize or justify.
4. **Stating Clearly** — I express my needs calmly and directly.
5. **Advocating Confidently** — I set boundaries and hold them with kindness and clarity.

**Part 2: Communication Scripts for Common Work Scenarios**

**A. When you're busy and don't want to chat:**

* "Hey, I’d love to catch up, but I’m in the middle of something right now. Can we talk later?"
* "I need to focus on this task for now, but I’ll circle back when I have a breather."
* "I’m on a deadline and in the zone—let’s connect after lunch?"

**B. When someone tries to engage you in gossip:**

* "I’m trying to keep things positive—have you had a chance to talk to them directly?"
* "I don’t really feel comfortable talking about this without them here."
* "I’m focusing on keeping things drama-free lately—helps my stress level a lot."

**C. When setting a boundary about your time or energy:**

* "I’m going to take my break solo today—just need some recharging."
* "I’m at capacity today and can’t take anything else on."
* "Thanks for thinking of me, but I’m not available to help right now."

**D. If someone comments on you seeming nervous or withdrawn:**

* "I get a little anxious sometimes—it doesn’t mean I’m not capable."
* "I'm working on being more mindful and present—it helps me stay grounded."

**Reflection:**

* Which script feels most natural to you?
* Which one feels hardest to say?
* What would it mean about you if you used one of these confidently?

Use this worksheet to rehearse and adapt scripts to your own language and tone. Assertiveness isn’t about being aggressive—it’s about protecting your energy and communicating with respect.