2024

Wholeness Counselling & Psychotherapy

Healthy assertiveness

Tips and examples

Here are some healthy assertiveness tips and example statements to help you communicate your needs and boundaries effectively:

Tips for Healthy Assertiveness:

1. Know Your Rights: Understand that you have the right to express your thoughts and feelings, make requests, and say no without feeling guilty.

2. Use "I" Statements: Focus on your feelings and experiences rather than blaming others. This helps to reduce defensiveness.

3. Be Clear and Direct: State your needs and feelings clearly without being aggressive or passive.

4. Practice Active Listening: Show that you value others’ opinions by listening actively and responding appropriately.

5. Stay Calm and Composed: Maintain a calm demeanour, even when discussing difficult topics. This helps convey confidence.

6. Set Boundaries: Clearly define what is acceptable and what is not. Be prepared to enforce these boundaries.

7. Use Positive Body Language: Maintain eye contact, stand tall, and use gestures that match your verbal messages.

8. Be Open to Feedback: Encourage others to express their views and be willing to discuss differences.

9. Practice Self-Care: Ensure you are taking care of your physical and emotional needs, which can enhance your assertiveness.

10. Role-Play Scenarios: Practice assertive communication in safe environments to build your confidence.

Example Assertive Statements:

1. Expressing Needs:

- "I feel overwhelmed when I have too many tasks assigned to me. I need to discuss my workload."

2. Setting Boundaries:

- "I appreciate your input, but I need some time to think about it before making a decision."

3. Saying No:

- "Thank you for the invitation, but I won’t be able to attend the meeting this time."

4. Requesting Change:

- "I would prefer if we could start our meetings on time. It helps me manage my schedule better."

5. Expressing Feelings:

- "I felt hurt when you didn’t include me in the discussion. I value being part of the team."

6. Asking for Help:

- "I’m struggling with this project. Could you help me understand this part better?"

By practicing these tips and using these statements, you can enhance your assertiveness in a healthy and constructive way.