



ASSERTIVENESS TRAINING

Your Voice, Your Power





How to Be More Assertive

Strategies

Use “I” statements: Focus on your feelings and needs.

E.g., “I feel... when...”

- Practice saying ‘no’: Politely but firmly refuse requests that overextend you.
- Express needs and desires: Clearly state what you need or want.

Practice

- Start small: Begin with less challenging situations.
 - Role-play scenarios: Practice responses with friends or in a mirror.
 - Reflect on interactions: Consider what went well and what could be improved.
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Types of Non-Assertive Behaviors

Passivity: Avoiding expressing your thoughts and feelings.

Aggressiveness: Imposing your thoughts, feelings, or needs disrespectfully.

Passive-Aggressiveness: Expressing negative feelings indirectly.



Impact

Leads to misunderstanding and
resentment.

- Prevents healthy communication and relationships.
 - Overcoming Non-Assertiveness:
 - Be aware of your behavior patterns.
 - Understand the underlying fears or beliefs.
 - Develop strategies to respond more assertively.
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Assertive Boundaries in Personal Relationships

- “I need some time to myself right now.”
- “I Feel Hurt by You and Need some Time”
- “I’m not comfortable with that, let’s try something else”
- “I Can’t Support You on This”
- “I’m setting this time aside for myself”
- “Please respect my personal space”
- “I can’t commit to that right now.”
- “I need to focus on my own well-being first.”
- “I need space right now”
- “I felt unheard and unsupported by you”
- “I felt disrespected by you”
- “I feel hurt that it seems as if you don’t care”
- “I am busy, but can we re-schedule?”

You got it 📖



Assertive Boundaries in The Workplace

- “I would like to discuss my career advancement opportunities.”
- “I need clarification on this task to proceed effectively.”
- “My current workload is at capacity; let’s prioritize these tasks.”
- “I have a different perspective I’d like to share.”
- “I need to step out of this meeting for a previous commitment.”
- “I appreciate constructive feedback to improve my performance.”
- “Let’s reschedule this to a time when I can fully participate.”
- “I would like to lead this project based on my expertise.”
- “Can we discuss adjusting my work hours to better suit my productivity?”
- “I’m not comfortable with this conversation in the workplace.”

You got it 📖



Assertive Boundaries in Healthcare & Body Autonomy

- “I need more information before I make a decision about this treatment.”
- “I’m not comfortable with that procedure; what are my alternatives?”
- “I would like a second opinion on this diagnosis.”
- “Please explain the side effects of this medication.”
- “I need to discuss different birth control options.”
- “I want to be more involved in my treatment plan.”
- “I don’t consent to this examination without further information.”
- “Can you provide more details about the recovery process?”
- “I prefer not to discuss my weight; let’s focus on my health concerns.”
- “I’m experiencing symptoms that aren’t being addressed; can we explore them further?”

You got it 📖



**Kindness is about mutual respect, not about
surrendering to every demand.**

Behaviors that might seem like kindness but are actually rooted in people-pleasing:

Repeatedly Forgiving: Continuously overlooking hurtful behaviors from others, especially from those who show no intention of changing.

Overcommitting: Saying 'yes' to requests and tasks when you're already stretched thin or overwhelmed.

Suppressing Your Needs: Keeping your worries, concerns, or needs to yourself, for fear of causing discomfort or disagreements.

Ignoring Personal Well-being: Agreeing to social plans or commitments when you're mentally, emotionally, or physically exhausted.

Being Everyone's Rock: Constantly being there for everyone else, often to the point of neglecting your own emotional well-being.

Weekly Check In

ASSERTIVE WINS

MY PRIORITIES THIS
WEEK ARE

WEEKLY
AFFRIMATIONS

IMPROVEMENTS
NEEDED