
Assertiveness Techniques

Make sure your audience is ready and willing (or at least ready).

Four Communication Statements:

- 1 When (Specific emotional state: this is ONE word, not a metaphor or simile)
- 2 I feel (Specific emotional state: this is *one* word, not a metaphor or simile)
- 3 Because (What I tell myself that causes the emotion, not about them)
- 4 What I would appreciate/like (Specific request of another person)

Assertive Acceptance Statements:

(Recognize other person may not give you what you want.)

- I recognize that I may not get what I want even when someone says I will.
- I have a right to tell someone what I am feeling.
- I have a right to ask for what I want.
- Other people have a right to ignore my requests, deny my requests, promise to grant my request and then not fulfill the commitment and/or become emotionally upset.

My Script:

- 1 When _____
- 2 I feel _____
- 3 Because _____
- 4 What I would appreciate/like _____

Contact Info