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## Assertiveness Techniques

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

### Four Communication Statements:

- 1 When ..... (Specific Behavior and Context)
- 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