

Assertiveness

Assertiveness is speaking your mind and allowing other people to do the same. Assertive people say what they think, speak directly and respect others' rights. They take risks and give open and honest statements. Assertive people deal with conflict and are not aggressive or threatening. They are both verbal and non-verbal and follow through on a decision to deal with a person or situation.

Three Types of Behaviors

Assertive: when you can express your feelings, thoughts, and needs without threatening others.

Non-assertive: when you put others first, at your own expense.

Aggressive: when you are putting yourself first, at the expense of others.

Which category do you fall into?

Assertive

- × Are you confident without being overbearing?
- × Are you proud when you do something well?
- × Do you say what you feel without being hostile to others?
- × Can you resist peer pressure?
- × Can you give and receive compliments gracefully?
- × Do you respect yourself?
- × Can you ask for what you want, without demanding or apologizing?

Non-assertive

- × Are you afraid that others won't like you if you disagree?
- × Do you remain silent when something bothers you?
- × Do you feel guilty when you say "no" to a friend, relative or salesperson?
- × Is it difficult for you to give or receive criticism?
- × Are you reluctant to ask for help?

Aggressive

- × Do you demand rather than ask?
- × Are you verbally or physically abusive?
- × Do you feel angry when others disagree with you?
- × Do you explode when someone criticizes you?
- × Do you feel that you have to win; that to compromise is to lose?

Common Causes of Non-Assertiveness

- × Fear of displeasing or hurting others, of being rejected, or of making mistakes
- × False beliefs that you are not worthy, that you don't have any rights
- × Lack of skills

Common Causes of Aggression

- × Insecurity or feelings of powerlessness
- × Reluctance to give up the benefits of aggression
- × Inexperience in expressing needs and feelings in any other way

Four Ways to Become More Assertive

- × Use confident body language
- × Be a good listener
- × Respect yourself
- × Respect others

