

# PRACTICING MY ASSERTIVENESS

**Step 1:** Write down three situations in which you would like to improve your assertiveness, e.g. saying no to your boss when you feel pressured to take on more work.



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2. \_\_\_\_\_  
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3. \_\_\_\_\_  
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**Step 2:** Rank the situations from 1 to 3 according to how difficult you think being assertive will be.

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**Step 3:** Identify anything that may prevent you from demonstrating an understanding of the other person's viewpoint, voicing your problem or stating what you want.

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**Step 4:** Brainstorm ways of changing or working with these obstacles.

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**Step 5:** What strengths do you have that will help you be more assertive in the situations you identified?

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