



## **BECOMING ASSERTIVE**

- Step 1:** **Observe your own behavior.** Are you asserting yourself adequately and appropriately? Are you satisfied with your effectiveness in interpersonal relationships?
- Step 2:** **Concentrate on a specific situation.** Pick a situation, perhaps one which is not too threatening. Spend a few moments thinking about how you have typically handled the situation in the past. Imagine the actual details, including you feelings at the time and afterwards.
- Step 3:** **Review your past responses.** Pay attention to eye contact, body posture, gestures, facial expression, voice, message content. Note your strengths. Be aware of components that were passive or aggressive.
- Step 4:** **Observe an effective model.** If possible, watch other people handle the situation, noting the above components in their behavior. If possible, discuss their approach with them.
- Step 5:** **Consider alternate ways of handling the situation.** Choose the one that seems to be the most advantageous and least offensive.
- Step 6:** **Imagine yourself handling the situation.** Do an assertive role play in your head.
- Step 7:** **Review any irrational self-statements** about the situation and possible consequences of your assertion. Replace destructive thoughts with enhancing ones.
- Step 8:** **Practice** with a friend, teacher, therapist, tape recorder. Try out different strategies.
- Step 9:** **Get feedback** on strengths and weaknesses.
- Step 10:** **Go out and try it!** Remember that being direct, honest, and open is the important thing, not getting your way all the time.
- Step 11:** **Self-reinforcement.** Whether or not you achieve your goal, remember to pat

yourself on the back for having tried.