



Assertiveness: Clear, Respectful Communication

A shorter practice guide for speaking up without becoming passive or aggressive.

Assertiveness = self-respect + respect for others

Assertiveness means expressing your needs, feelings, limits, and opinions clearly without treating the other person as less important - or treating yourself as less important.

THE THREE MAIN STYLES

Passive: I give up my voice to avoid conflict, rejection, or discomfort.

Aggressive: I push my needs through while dismissing or overpowering the other person.

Assertive: I say what I need clearly and respectfully, while allowing the other person to have their own needs and response.

YOUR ASSERTIVE RIGHTS

- I can say no.
- I can have and express an opinion.
- I can have feelings and name them.
- I can make decisions and accept the consequences.
- I can change my mind.
- I can choose how I use my time.
- I can make mistakes.
- I can say, "I don't know."

Important

Being assertive does not guarantee that someone will agree with you. It gives them accurate information about what you think, feel, want, or will do.



A SIMPLE ASSERTIVENESS FORMULA

1. Describe

State the situation briefly and factually. Avoid mind-reading, labels, or a long defense.

2. Express

Name your feeling, preference, need, or concern using clear "I" language.

3. Ask / Set the limit

Say what you are requesting or what you will do. Be specific.

4. Stay steady

Repeat the main point if needed. You do not have to over-explain.

PRACTICE

Situation:

What I want to communicate:

My assertive sentence:

Build the skill gradually

Start with a lower-stakes situation. Practice the words ahead of time. Notice guilt or anxiety without treating those feelings as proof that you did something wrong.