

COMMUNICATE ASSERTIVELY



It Starts With YOU!

Get clear
on what you
want + need

Recognize
your value

Dispel
limiting beliefs

Infuse Empowering Beliefs

Limiting beliefs are usually subconscious. They operate below the level of awareness most of the time.

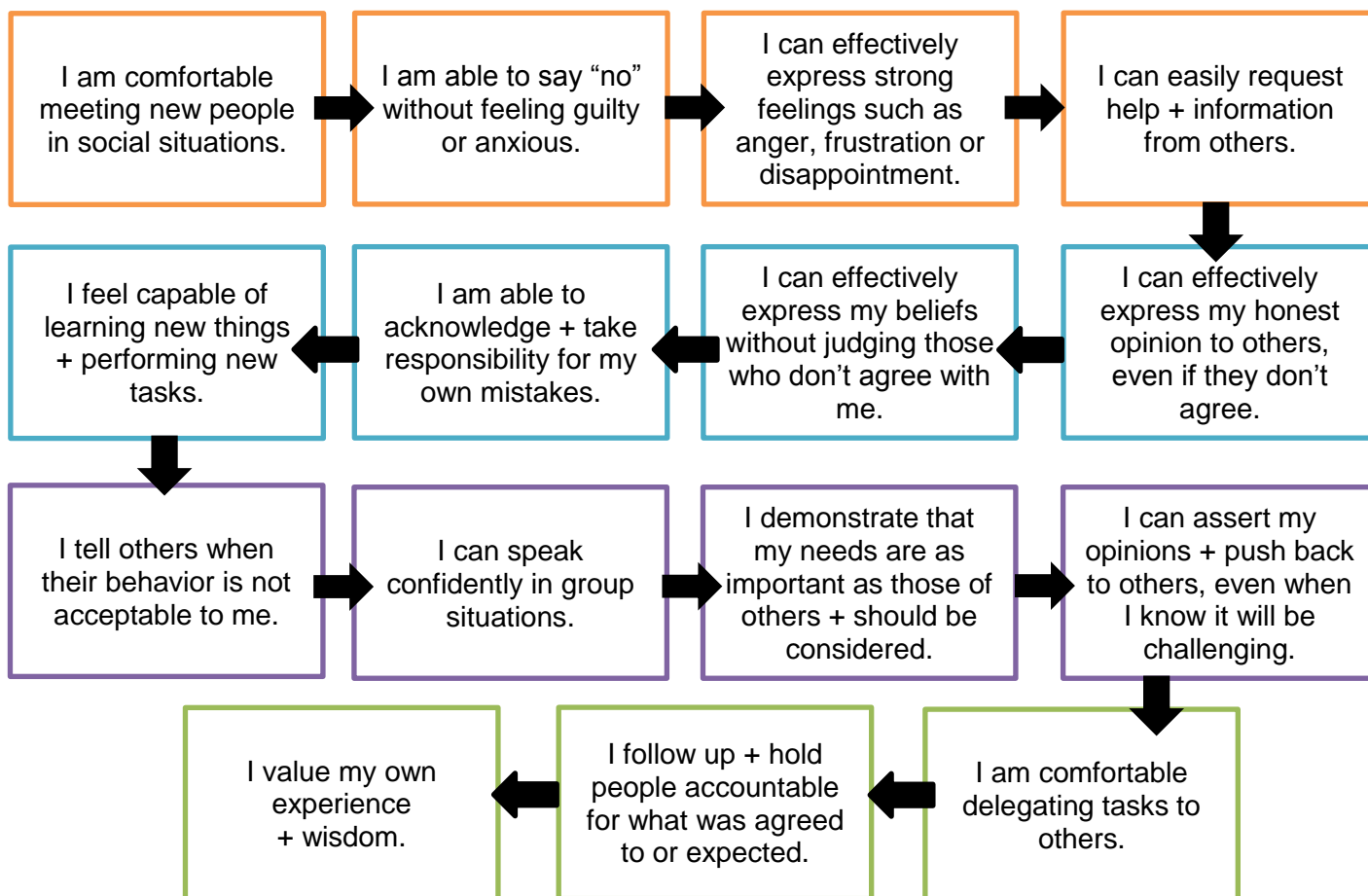
Below write down a few of your goals, then list any beliefs you can think of that might stand in your way. Then go over those limiting beliefs one by one, and create new beliefs to replace them.

My Goals	Limiting Beliefs	Empowering Belief

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How assertive am I?

Read the questions below and place an **X** in the box for each statement that is accurate about you and represents you well. Be honest when responding.



SCORING:

Count your number of **X**'s and write in here: _____

INTERPRETATION:

- If you counted 11+ **X**'s, you have a good handle on assertive communication and probably handle most situations well.
- If you counted 7 to 10 **X**'s, you are moderately assertive and could benefit from being more in tune to communicating your needs.
- If you counted 6 or less **X**'s, you are likely demonstrating low assertiveness in your interactions with others, and assertive behavior techniques could boost your overall assertiveness.

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Non-verbal Assertiveness

Key distinctions between passive, aggressive + assertive communication:

	PASSIVE	ASSERTIVE	AGGRESSIVE
General Attitude	<ul style="list-style-type: none"> • Not saying much but hoping someone will guess what you want • Looking like you don't mean what you say 	<ul style="list-style-type: none"> • Paying close attention to what is being said • Assured manner • Showing concern + poise 	<ul style="list-style-type: none"> • Exaggerated show of strength • Sarcastic demeanor • Air of superiority • Need to win
Voice	<ul style="list-style-type: none"> • Soft or low voice • Hesitant + tentative language • Rising inflection at end of statements 	<ul style="list-style-type: none"> • Firm, warm • Well-modulated • Relaxed 	<ul style="list-style-type: none"> • Tense • Loud • Shrill
Eyes	<ul style="list-style-type: none"> • Downcast • Teary • Looking away 	<ul style="list-style-type: none"> • Appropriate eye contact (not staring) 	<ul style="list-style-type: none"> • Narrowed, cold staring • Expressionless, as though looking through you
Body Posture	<ul style="list-style-type: none"> • Stooped, head down • Excessive nodding in agreement 	<ul style="list-style-type: none"> • Well balanced, straight on • Relaxed • Open body stance 	<ul style="list-style-type: none"> • Stiff + rigid • Feet apart • Cross arms or have hands on hips
Hands	<ul style="list-style-type: none"> • Fidgety • Clammy 	<ul style="list-style-type: none"> • Relaxed gestures 	<ul style="list-style-type: none"> • Finger pointing • Clenched fists • Abrupt movements