

HOW TO BE MORE ASSERTIVE

1. Start from today

Decide to be assertive rather than passive or aggressive and keep practicing.

2. Your Aim is OPEN and HONEST communication

Respect for the feelings, beliefs, wants, needs and opinions of others is crucial when you're trying to be assertive. It can also make you a better listener.

3. Active listening

Even if you are angry/upset with the other person try to understand that they also have a view. Try to concentrate on what they're saying and Check to see if you've understood Before you Reply

4. Agree to Disagree

If your view is different that doesn't mean the other view is wrong. We are all entitled to our view.

5. The guilt trip

Try to say how you feel without making the other person feel guilty. That means avoiding accusations. It's hard but it will be worth it.

6. Breathe and stay calm

Remember your body has a voice. The calmer you are the more effective your message will be.

7. Be business-like

Remember you are doing this for your children, not to make your ex's life easier.

8. Use 'I' Statements

‘Own’ and be responsible for your side of the conversation by using ‘I’ statements. Try to avoid the more accusing language such as ‘you always’ or ‘you never’.

9. Patience

Assertiveness doesn’t happen overnight it takes time and practice. If a conversation goes wrong don’t worry, take time to reflect and think why it went wrong. Next time try to do it differently.

10. Assertive for life

Once you have practiced being assertive it can enhance the rest of your life.

REMEMBER YOU CANNOT MAKE OTHER PEOPLE DO ANYTHING

BUT

YOU CAN CHANGE WHAT YOU DO