






# Assertive Communication Worksheet

## What is Assertive Communication?

Assertive communication is expressing your thoughts, feelings, and needs clearly and directly while respecting the thoughts, feelings, and needs of others. It's the balance between being passive (not standing up for yourself) and aggressive (disregarding others' feelings).

## Characteristics of Assertive Communication

-  **Direct and Honest:** *Express your feelings clearly and truthfully*
-  **Firm but Flexible:** *Stand your ground but be willing to compromise when appropriate.*
-  **Calm and Composed:** *Keep your tone of voice calm, even in emotional situations*
-  **Use "I" Statements:** *Focus on how you feel, not what the other person did*
-  **Respectful:** *Consider the needs and feelings of others while communicating your own*

## Assertive Communication vs Other Communication types

### Scenario

Your coworker frequently interrupts you during meetings, making it hard for you to share your ideas

Assertive Response	Non-Assertive Response	Aggressive Response
<i>I'd appreciate it if I could finish my point before we move on. I believe my input could be helpful.</i>	<i>Never mind, it's not important.</i>	<i>Can you keep quiet and let me speak!!</i>

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## Reflect and Practice!

Think of a situation where you **struggled to be assertive**. How could your response be better?

**What was the situation ?**

**Non-Assertive Response**

**Assertive Response**

Think of a situation where you were **too aggressive** in your response. How could your response be better?

**What was the situation ?**

**Aggressive Response**

**Assertive Response**