

Assertive Communication Worksheet



Assertive communication is a way of expressing your thoughts, feelings, and needs directly, honestly, and respectfully. It involves standing up for your rights while respecting the rights of others. This worksheet will help you develop and practice assertive communication skills to improve your interactions and relationships.

Key Elements of Assertive Communication

Use "I" Statements:

- Focus on your own feelings and needs without blaming others.
- Example: "I feel upset when you interrupt me because I value being heard."

Be Clear and Specific:

- Clearly state what you want or need.
- Example: "I need more time to finish this project. Can we extend the deadline by two days?"

Maintain Eye Contact:

- Look at the person you are speaking to, which shows confidence and sincerity.

Keep a Calm and Steady Tone:

- Avoid raising your voice or sounding aggressive.
- Example: Use a steady, calm voice to convey your message.

Use Confident Body Language:

- Stand or sit up straight, and avoid fidgeting.

Listen Actively:

- Show that you are listening by nodding, maintaining eye contact, and giving verbal acknowledgments.

Step 1: Identify Situations

Think about situations where you struggle to communicate assertively. Describe one or two of these situations below.

Situation 1:

Assertive Communication Worksheet



Situation 2:

Step 2: Practice Using "I" Statements

Convert the following blaming statements into assertive "I" statements.

Blaming Statement: "You never listen to me!"

Assertive "I" Statement:

Blaming Statement: "You always make decisions without asking me!"

Assertive "I" Statement:

Blaming Statement: "You're always late!"

Assertive "I" Statement:

Step 3: Develop Assertive Responses

Use the key elements of assertive communication to develop responses for the situations you identified in Step 1.

Response:

Assertive Communication Worksheet



Step 4: Practice Role-Playing

Role-play the situations with a friend or therapist, practicing your assertive responses. Reflect on the experience below.

What went well?

What could be improved?

Blaming Statement: "You're always late!"

Assertive "I" Statement:

Step 5: Real-Life Application

Commit to using assertive communication in real-life situations. Write down a plan for the next time you need to be assertive.

Situation:

Assertive Response:
