

## Worksheet: Creating An Assertive Response

To start with ...	Creating an assertive response ...		
<p><b>Step 1:</b> Identify where you would like to be more assertive</p>	<p><b>Step 2:</b> Acknowledge their side of the issue</p>	<p><b>Step 3:</b> Explain the issue from your side</p>	<p><b>Step 4:</b> Suggest possible solutions</p>
<ul style="list-style-type: none"> <li>- Is there a situation where you have difficulty asking for help or discussing your needs with someone else?</li> <li>- Is there a situation or issue you have difficulty communicating effectively?</li> </ul>	<ul style="list-style-type: none"> <li>- Restate or anticipate their opinions, concerns or how they might see things.</li> </ul>	<ul style="list-style-type: none"> <li>- Use the formula 'When XYZ happens, I feel XYZ and the result is that XYZ.'</li> </ul>	<ul style="list-style-type: none"> <li>- Know what you want and what you can negotiate on.</li> <li>- Make your solutions as accommodating and reasonable as possible.</li> </ul>

## Worksheet: Overcoming Barriers to Assertiveness

### Step 1: Identify a situation where you would like to be more assertive

- Is there a situation where you have difficulty asking for help or discussing your needs with someone else?
- Is there a situation where you have difficulty explaining your needs and limitations with friends or family?
- Is there a situation or issue you have difficulty communicating effectively?

### Step 2: Challenge thoughts that stop you being assertive

Step 1: Recognise the thought	Step 2: Examine the thought	Step 3: Do something helpful
What is going through my mind?	<ul style="list-style-type: none"> <li>- Is the thought helping to feel better, achieve your goals or to cope with what you're facing?</li> <li>- What would I say to a friend with this thought?</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge unrealistic thoughts.</li> <li>- Make thoughts more helpful.</li> <li>- Do things to help you cope.</li> </ul>

### Step 3: Create a graded exposure stepladder

A: Think of similar situations	B: Rank these tasks	C: Pick an easy task