

CHECKLIST FOR ASSERTIVE BEHAVIOR

1. Clarify your goal in specific terms.
2. Decide on major points you want to say.
3. Clarify thoughts and feelings.
 - ☞ Am I holding onto irrational thoughts?
 - ☞ Am I holding onto “should” messages for myself?
 - ☞ Am I imposing “should” messages onto the other person?
4. Anticipate positive and negative responses.
 - ☞ What’s the worst thing that could possibly happen?
 - ☞ What’s the best thing that could possibly happen?
5. Identify personal rights and corresponding responsibilities.
6. Decide on the proper timing.
7. Weigh the benefits vs. risks of being assertive.
8. Relax
9. Rehearse – Practice encounter with another person, or before a mirror

...AND REMEMBER!!!!!!

“I” statements.

Don’t over-explain or over-apologize.

Don’t get sidetracked.

Keep your goal in mind.

Focus on the behavior, not the person.

Be descriptive, not evaluative.

Don’t personalize or over-catastrophize.

Another’s aggression does not justify counter-aggression.

Don’t let someone else set the tone for your own behavior.

Be conscious of expressing sincere praise and positive feedback.



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