ONE PAGE SUMMARY

Lifestyle & Hobbies › Communication Skills › Assertiveness

Beginner lessons for Assertiveness

Master Assertiveness: Speak Up with Confidence!

DEFINITION

> Assertiveness is the ability to express your thoughts and needs confidently and respectfully. It helps you communicate effectively without being passive or aggressive.

KEY CONCEPTS

Understanding Assertiveness

Assertiveness is about standing up for yourself while respecting others' rights.

Body Language

Non-verbal cues like eye contact and posture play a crucial role in assertive communication.

Using 'I' Statements

'I' statements help express feelings and needs without blaming others, promoting clearer communication.

Setting Boundaries

Learning to say no and establish personal limits is essential for maintaining respect and self-care.

Active Listening

Listening attentively to others shows respect and fosters a more open dialogue.

EXAMPLES

→ Saying 'I feel overwhelmed when you interrupt me' instead of 'You always interrupt me.'

→ Politely declining an invitation by saying, 'I appreciate the invite, but I need some time for myself.'

→ Expressing disagreement by stating, 'I see your point, but I think differently because...'

MEMORY TIPS

★ Remember 'A-B-C': Assertive, Balanced, Clear.

★ Use the phrase 'I feel' to start your statements.

★ Think of a stop sign to remind you to pause and assert your needs.

COMMON MISTAKES

✗ Being too passive and not expressing needs.

✗ Coming off as aggressive instead of assertive.

✗ Failing to listen to others while asserting oneself.

QUICK RECAP

Assertiveness is key to effective communication, allowing you to express your needs respectfully. Focus on using 'I' statements and maintaining positive body language to enhance your assertiveness skills.