

On Being **Assertive**

How to communicate
authentically.



_For you, if...

You find it difficult to say what you really think because you are afraid of conflict.

You want to be more confident at expressing yourself authentically.

Try This! _Quickies

5min

A Recipe to be more assertive

In reality, assertiveness is a mix of communication (choosing the right words) and inner attitude (choosing your perspective and emotional stance consciously). Part of not being assertive is the belief that there is an inner belief that goes something like this: “the other should know that his/her behaviour is not normal, so why would “I” have to say something?”

But the reality is: “No one can read your mind, nor can you read theirs.” So here is recipe to be more assertive:

- 1 Be clear** about what you want to achieve.
- 2 Use “I” language.** (I need, I want, I believe, etc)
- 3 Use your body language** consciously. (open chest, uncrossed legs, looking straight ahead)
- 4 Rehearse.** (to the extent that you imagine how the other person will react)

B Saying NO.

Make a list of things that you want to say no to. Read them out loud. Then, make a list of the exact things of what you do want, in other words, what are you saying yes to? Think about the implications:

- 1** What results will you get?
- 2** What may be some of the side effects?
- 3** How committed are you to what you want?



_Take it further!

10min

A great deal of communication has to do with the level of self-awareness and emotional intelligence you develop in your life. This is a broad subject matter and requires some attention and dedicated time to develop yourself. As Mark Manson says: "Self-awareness is like an onion." So let's take it layer by layer. Commit to a Coaching or Mentoring Process and allow yourself to explore the following:

**Clarity
about your
Values**

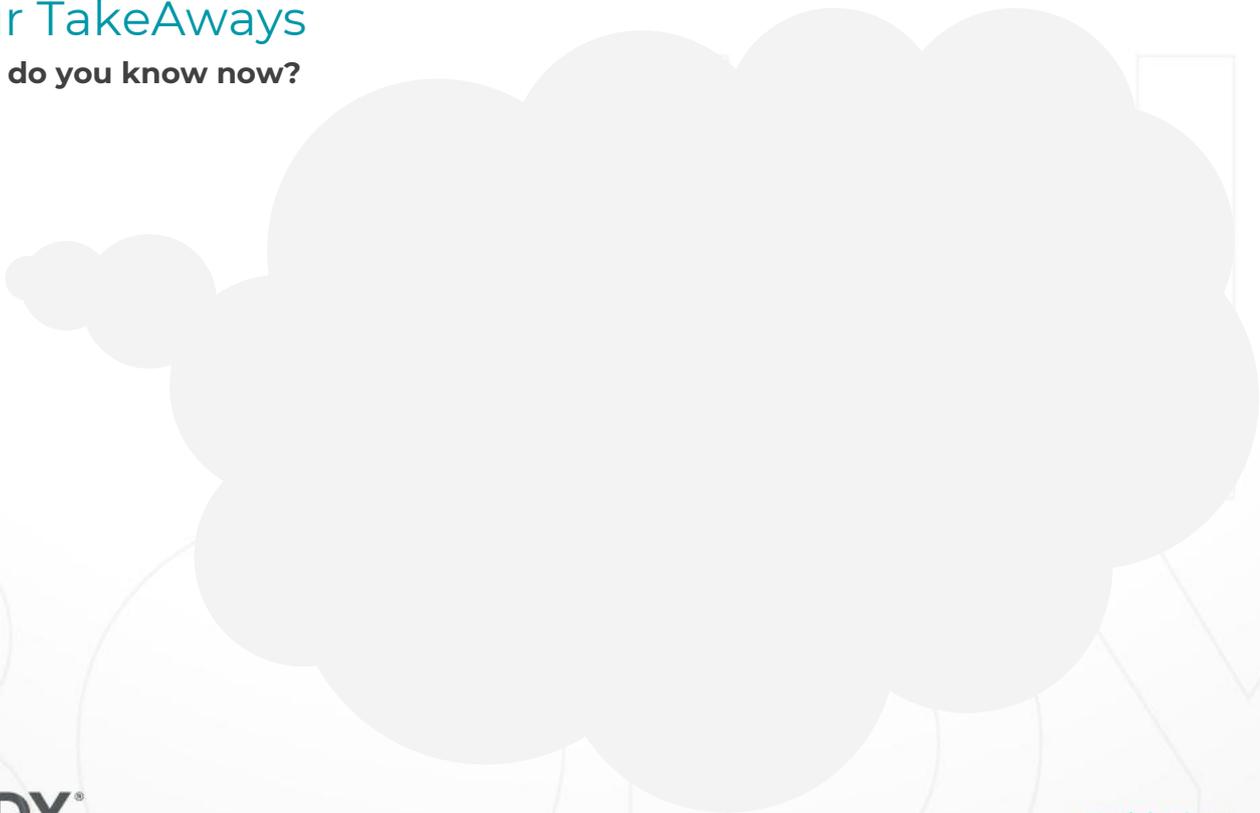
**Clean
Language**
How do you
communicate

Intention
How do you
convey your
thoughts through
communication

**Check your
body
language**

Your TakeAways

_What do you know now?





Let me know how you are getting on!

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