

10 Tips for Working Assertively

1. Understand that assertiveness is not about getting what you want – that is aggressiveness.
2. Analyse the key relationships in your life – which relationships do you need to work on to improve?
3. Get feedback from people you trust on how you behave in interpersonal situations, e.g. Ask ‘What did you think of my body language during the team meeting?’
4. Prepare and plan for any difficult people situations – e.g. if you are entering a meeting with a person who may have a different objective to you, think of strategies that will not make it confrontational. Do not "wing" situations and hope for the best!
5. Change your behaviour in a "difficult" relationship –a coaching client of mine started to say ‘hello’ to someone they previously ignored and the relationship is now much less strained by this simple act
6. Get into the habit of reviewing each "tricky" interpersonal situation you are in
 - what did you do well and how can you continue this?
 - what could you improve on?
7. Behaving assertively means working towards a compromise that will suit both parties
8. Do you know a person who is a role model of assertiveness? Learn from them either by observing them or by working with them on a one to one basis.
9. **Think** assertively – if you go into any situation thinking negative thoughts you will get negative results
10. Write an action plan today to start managing situations more assertively.