

The Guide to Assertiveness

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Do you know people who always have their word ready, never stand with their mouths and clearly expressing their opinion, while you may only think hours later: "I had that have to say"? Or do you get a red head when someone says something to you? Or do you always say but "yes" when someone asks you something, even if it really doesn't suit you?

How nice would it be if you didn't always have to take a detour to achieve your goals, but could go straight to your target? Feeling and radiating self-confidence; that's a step that everyone would like to put. There's good news: you can learn it!

In this book I will introduce you to the major role that communication plays. I will let you take a look at interpreting verbal and non-verbal behavior. I will give one encouragement to increase your self-confidence and to set your own boundaries more clearly. I will let you see how you can give and receive feedback and give you the feedback rules. Moreover I will provide you with the tools to better deal with your emotions and thoughts.

What is Assertiveness?

According to the dictionary, assertiveness is 'daring to be yourself'. That is a very broad concept. According to others, assertiveness is 'having self-confidence' and 'daring to stand up for yourself'. It does not mean that you only think about yourself: assertiveness is also about accepting others as they are. The bottom line is that you don't let people walk all over you, command respect, but at the same time treat others with respect, both verbally and non-verbally, and therefore feel more comfortable and free can live. By being clear and speaking your mind, others can empathize with you move and take care of you.

In general, you can distinguish four phases of assertiveness:

Not assertive, somewhat assertive, moderately assertive, assertive

Not assertive

When you have trouble indicating your boundaries, you don't clearly state what you want and can't handle negative feedback, then you're not really assertive. You are unclear, come on insecure about and you take (too) much into account the interests of others, so that you yourself are under it suffers. And that is annoying for both you and your environment. You probably want quite a bit become more assertive, but how do you do that?

To become more assertive, you will have to make compromises. your self interest does not always go for, but it is important that others know your vision, so that they take each other into account can be held.

Exercise 1

On what occasion did you think "I wish I had been more assertive?" What happened and with who? Write down the event and describe what you could have done or said.

1. Did someone cross your boundaries? Where are your limits?
2. Weren't you clear?
3. Did you have trouble saying 'no'?
4. Did you take too little account of yourself and too much of others? How could you have done this differently?

Somewhat assertive

If asked, give your opinion. That is already a step in the right direction. You're still giving not clear your limits, but let it be known if someone crosses your limits is going. If you really disagree, let it be known. You're just not proactive yet. You does not yet clearly indicate who you are and you are not yet very strong in your shoes. Certainly not if you are dealing with a strong personality. It will easily blow you over. However you know what you want and what you