

# Assertive Communication Worksheet



Communicating what you want in an open, clear and respectful manner often leads to better outcomes. But it can take some preparation and some practice. This worksheet might help

What do you want this person to do or stop doing? Do more of or less of? or Start to think about?

Why is this important to you?

If you were to use the IFER formula, what might it sound like

Example: *I feel a little disappointed (I-feel) because you said you were going to turn up on time for meetings and you were late again today (explanation). I need you to tell me how you will make sure you don't turn up late in the future (request).*

Now your go  
  
I feel...  
  
Because...  
  
And I want,  
would like,  
need you to...  
(or us to)

Do you need to prepare at all for the conversation? If so, how?

How might this person respond to your communication?

What will you do if they respond unhelpfully?

Is there anyone else you could talk to about this