**Developing an Assertive Response – Checklist**

**Evaluate your rights.** Refer back to the bill of rights. What do you have the right to ask for in this situation?

**Designate a time.** When may it be a good time to talk about this problem? This step of course should be omitted in situations where you need to be spontaneously assertive on the spot. Giving yourself time is a good strategy for avoiding being rushed into a decision, or being pushed into an emotional rather than a logical decision, and is virtually essential for problem resolution when emotions are raised such as during arguments.

**State the problem situation in terms of its consequences for you.** Don’t expect other people to be mind readers. Describe the problem as objectively as you can without using language that blames or judges.

**Express your feelings.** By telling others about your feelings you let them know how greatly their behaviour affects you and your reactions. Try to use I-statements as this acknowledges your responsibility for your feelings, while you-statements generally accuse or judge others, making them more likely to be defensive and obstruct successful communication.

**Make your request.** In a straightforward and simple manner ask for what you want (or don’t want).

**State the consequences of gaining (or not gaining) the other person’s cooperation.** With close friends or intimate partners, stating the positive consequences of their compliance with your request can be an honest offer of give-and-take.