Assertive Communication Practice Sheet

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The 3 part formula

1. What happened. State the fact. No blame.
2. How I feel. Name the feeling.
3. What I need. Ask for one clear action.
Example: When you interrupt me in the meeting, I feel my idea is not being heard. I would like to finish my point first.

10 starter lines

Say no	I cannot do this today. I can help next week.
Ask for help	Could you explain this once more?
Need time	I need more time to finish this.
Disagree	I see it differently. Can I share why?
Feelings	I feel stressed when plans change late.
Limit	Please do not raise your voice at me.
Space	I care about you. I am tired today. Can we talk tomorrow?
Clarify	Can you share the details in writing?
Boundary	I will reply after work hours.
Pushback	I understand. I still cannot do it today.

3 practice situations

Situation: A colleague keeps adding tasks at the end of the day.

Passive: _____

Aggressive: _____

Assertive: _____

Situation: A friend asks to copy your notes every week.

Passive: _____

Aggressive: _____

Assertive: _____

Situation: A family member gives advice you did not ask for.

Passive: _____

Aggressive: _____

Assertive: _____

Weekly check

Times I used an assertive line this week: ____ What went well: _____ What to improve: _____