

How to Remain Assertive

- ✓ **Always strive to learn about “who you are”**

Your identity is important when communicating, because it will help you ascertain where you will feel vulnerable and threatened. Once you know where your identity is positioned then you can be prepared if it is threatened. For example you may feel that your work forms your identity and if somebody criticizes your work then you may react too emotionally rather than assertively.

- ✓ **Be kind to yourself and others**

Ensure that you treat yourself and others with respect. This will ensure that you won't communicate with an aggressive, passive-aggressive or passive attitude.

- ✓ **Manage stress through good breathing exercises, meditation, keeping a journal, etc**

It is important to remain calm when communicating. Again you will avoid becoming too emotional. When you communicate with too much emotion your intelligence goes down and you may say something that you will regret later.

- ✓ **Remain positive**

You will speak with a positive attitude when you think with a positive mind-set. Our brain filters out what we don't want to hear rather than what the other person is actually saying. Therefore if we are having a conversation when we are feeling negative, everything we hear will reflect our attitude.

- ✓ **Acknowledge your feelings and act on them**

This will avoid you acting in a passive manner. Your feelings are important and should be considered and communicated. On the other hand, the other person's feelings are also important and should also be considered.

- ✓ **Forgive yourself and others**

It is important not to dwell too much in the past and to let go of hurtful situations. If you don't then you will only hurt yourself and communicate that emotion to people you care about.

- ✓ **Talk when the timing is right**

If you are feeling too emotional, then tell the other person that you will get back to them later. Give them a time. This will give you time to consider with you want to say and the other person's point of view, including what their intention is.

- ✓ **Give precise information rather than giving long explanations**

You don't have to become too verbal when communicating. This is because you may end up going off the topic and the subject that you wanted to communicate will be avoided.

- ✓ **Consider giving helpful feedback and accept them in return**

Feel confident enough to accept feedback and learn from it. Also don't be afraid to give constructive feedback to others. This will show that you care enough to help them can grow.

If you feel others are not being fair to you, bullying or controlling you, is rude, etc then trust your feelings and act on them assertively. Stand up to yourself!

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Author's Bio

Josie is a trained counsellor and certified trainer with a degree in communications. She has incorporated all of her skills, knowledge and experience to create dynamic workshops that will empower people to improve their interpersonal and problem solving skills so they can live life with ease and confidence.

She has also counselled many couples and individuals so they can learn new coping skills to ride the ups and downs of life easier.

You can contact Josie on 0410 534 489 or jb@mindfulconnexins.com.au to enquire about group counselling and our programs in assertive skills, conflict management or personal and workplace counselling.