

AN ASSERTIVENESS JOURNAL

Use this *Assertiveness Journal* to document how you are using or not using assertiveness skills in your life and to look at specific ways to respond more effectively when you want or need to be assertive.

1) Describe the situation.

- What happened and who was involved?
- What did you say and/or do?
- How did the other person respond to you? What did the other person say and/or do?

2) Were you: ___ **ASSERTIVE ___ **PASSIVE**
 ___ **AGGRESSIVE** ___ **PASSIVE-AGGRESSIVE****

3) Describe your verbal and non-verbal responses and discuss why you view them as assertive, passive, aggressive, or passive-aggressive?

4) What was the specific goal you wished to achieve in the situation and were you able to achieve it?

5) What were your feelings in the situation?

- before the situation occurred

- during the situation itself

- after the situation was over

6) What were your attitudes, expectations, thoughts, and self-talk about the situation (before, during, and after it occurred) and did these interfere with or promote an assertive response by you?

7) What did you like about the way you handled this situation?

8) In what ways could you have handled the situation more effectively both verbally and non-verbally? How could your attitudes, expectations, thoughts, and self-talk before, during, and after been more positive and empowering for you?

9) Did you give yourself any credit afterward for anything that you said or did in the situation?
• If you gave yourself credit, how did you do it? If you didn't give yourself credit, why didn't you do this?