



BECAUSE EVERY DAY IS AN OPPORTUNITY

HOW ASSERTIVE AM I?

Assertiveness is expressing your thoughts and opinions while being direct and honest. It involves reaching a decision or solution that pleases all involved parties by meeting their needs as closely as possible (win-win). Take notice to the questions that you responded "no". These are the gaps that are affecting your optimal responses to invoking confidence, honesty and respect. Go ahead and celebrate each of your "yes's"!

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| 1. Do I speak up and share my beliefs when I disagree with someone? | Yes | No |
| 2. Do I readily accept positive criticism and suggestions? | Yes | No |
| 3. Do I state facts rather than opinions when making observations? | Yes | No |
| 4. Do I remain calm, confident and composed when faced with adversity? | Yes | No |
| 5. Do I ask for clarification and an explanation for items that I do not fully understand? | Yes | No |
| 6. Do I ask for assistance when I need it? | Yes | No |
| 7. Do I effectively negotiate with and influence people without alienating myself or them? | Yes | No |
| 8. Do I usually have confidence in my own judgment? | Yes | No |
| 9. Do I refuse unreasonable requests made by friends and co-workers? | Yes | No |
| 10. Do I easily accept answers and solutions offered by others? | Yes | No |

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