Assertive Communication

Choose one conversation you'd like to handle more clearly. Your needs matter, and so do the other person's. Use the spaces to find words that feel honest and respectful.

1 What I want to communicate

What happened? What do I feel, need, or want to set a limit around?

What makes speaking up difficult? What is a fairer thought I could practice?

2 The words I could use

Describe the situation, explain the impact, and make a clear request or state a boundary.

"When…" "I feel…" or "The impact is…" "I'd like…" or "I can…"

What could I ask or acknowledge to understand their perspective?

3 How I'll put it into practice

When and where could we talk? Practice aloud. What pace or tone would help?

If there is pushback, what brief sentence could I repeat? What limit will I keep?

Afterward What went well? What did I learn or want to adjust?

If speaking up could put you at risk, prioritize safety and seek support.