

Am I Assertive?

Does assertiveness come easily to you most of the time? Or do you sometimes find it a struggle to get your needs met without feeling guilty or causing resentment? Take this quiz to assess your success at assertive behavior and to pinpoint areas where you could become more assertive. Give your answer a number from this scale:

Never

1

2

3

4

Always

5

At Work At Home

I am comfortable meeting new people in social situations.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to say "no" without feeling guilty or anxious.	<input type="checkbox"/>	<input type="checkbox"/>
I can express strong feelings such as anger, frustration or disappointment.	<input type="checkbox"/>	<input type="checkbox"/>
I can easily request help and information from others.	<input type="checkbox"/>	<input type="checkbox"/>
I feel capable of learning new things and performing new tasks.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to acknowledge and take responsibility for my own mistakes.	<input type="checkbox"/>	<input type="checkbox"/>
I can discuss my beliefs without judging those who don't agree with me.	<input type="checkbox"/>	<input type="checkbox"/>
I am able to express my honest opinion to others, even if they don't agree.	<input type="checkbox"/>	<input type="checkbox"/>
I tell others when their behavior is not acceptable to me.	<input type="checkbox"/>	<input type="checkbox"/>
I can speak up confidently in group situations.	<input type="checkbox"/>	<input type="checkbox"/>
I can express anger or disappointment without blaming others.	<input type="checkbox"/>	<input type="checkbox"/>
I believe my needs are as important as those of others and should be considered.	<input type="checkbox"/>	<input type="checkbox"/>
I can assert my beliefs even when the majority disagrees with me.	<input type="checkbox"/>	<input type="checkbox"/>
I am comfortable delegating tasks to others.	<input type="checkbox"/>	<input type="checkbox"/>
I value my own experience and wisdom.	<input type="checkbox"/>	<input type="checkbox"/>

If you scored 45 to 60 overall, you are consistently assertive and probably handle most situations well.

A score of 30 to 45 indicates that you are able to be reasonably assertive in many areas but are unsure of yourself in others. Learning assertive behavior techniques would definitely boost your score.

If you scored 15 to 30 you may have difficulty being assertive and could benefit greatly from learning and practicing assertive behavior.

Keep a copy of this quiz where you can see it every day. Think of it as your assertiveness "Bill of Rights." Do you see your score changing as you become more aware of opportunities for assertive behavior?

Assertiveness

There are three types of responses you can have in any situation where you respond to another person including passive, aggressive and assertive.

ASSERTIVENESS provides a format whereby you can ask for what you want. If you have a want that is unfulfilled:

- + Speak up while your want is current. Don't wait until it's too late.
- + Object to specific behavior that infringes on your rights. Avoid over-generalizing.
- + Be brief and to the point.
- + Avoid bringing up the past. Deal with the present.
- + Never apologize for asserting your rights. You have the right to ask for what you want, but you may not always get it.
- + When you do not get what you want, avoid using threats and aggressive behavior. That would infringe on the other person's rights.
- + When someone infringes on your rights, you are free to tell the person how her or his behavior affects you. Be sure to share how you feel.
- + Be assertive with your body, your eyes, your facial expressions, and especially your voice tones.
- + Be friendly and firm initially. If necessary, increase your intensity (e.g., voice volume) or seek assistance from someone with more power or authority (e.g., a supervisor).
- + Remember, unless you have made a contract that says otherwise, your rights are equal to those of the other person. Check to see if you are being more considerate of the other person than you are of yourself.



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