Have you been wanting to tell someone about a concern of yours? Have you been avoiding asking someone for what you want because you are nervous about approaching other people with requests? Try these steps to be assertive:

1. Remind yourself that you deserve to be heard and respected.
2. Build your confidence by organizing your thoughts in writing.
3. Imagine an assertive person you know and practice speaking like that person. Be careful not to be aggressive or insulting.
4. Contact the person you choose to address assertively. Tell that person the subject you would like to discuss and how much time you would like to reserve. Schedule a time for the conversation.
5. During the scheduled conversation, speak from your perspective and use “I” statements.
6. Be specific with evidence to support any claims you are making.
7. Be clear and direct in asking for what you want.
8. Remain open to receiving new information from the other person’s perspective.
9. If you are not being understood, ask the listener what they think you are saying. Correct any misunderstanding by rewording your statements for greater clarity. Check again for understanding.
10. If there are any action steps to take as a result of the conversation, summarize your understanding of what the other person has agreed to do and state what your next steps will be.
11. Conclude the conversation with thanks for the listener’s time and understanding.