

Title:

Assertiveness Top Ten Tips

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401

Summary:

Assertiveness is a life skill; useful both inside and outside work. However, the reactions and

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Article Body:

Assertiveness is a life skill; useful both inside and outside work. However, the reactions and

1. Believe in yourself more - always think positively and feed yourself with positive inner di
2. Recognize that you can never change other people. You can only change what you do; and that
3. Learn to respond, not react. Start choosing how to behave, based on admitting and accepting
4. Stop beating yourself up for your decisions and behaviors. Instead, turn every situation in
5. Watch your body language. Make sure it matches your words: people tend to believe what they
6. Use the green cross code: Stop Look Listen - then think about how you want to respond. This
7. Aim for situation resolution, not self defence. Concentrate on the situation rather than yo
8. Consider and choose your words. Lose the words that signal ^I'm a pushover~ such as ^I'm te
9. Say ^no~ when you want to. Don't forget to afford yourself all of the rights you allow even
10. Take a ^can do~ attitude. Believe that things don't just happen to you ~ but that you can

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