

Title:

Ten Strategies To Help You Be Assertive

Word Count:

696

Summary:

How confident do you feel about asserting yourself at home, at work or when you are out and about?

Do you lack confidence and find it hard to be heard?

Here are 10 proven strategies to help you to be assertive and take control of your life without

Keywords:

Being assertive, developing confidence, taking control, setting boundaries, leadership, managing

Article Body:

BEING ASSERTIVE

Many people find it extremely difficult to be assertive, whether it is in the work place, or in

There are some very simple principles to being assertive.

EXPECTATION

Expect to be listened to, you'll be amazed at the difference there is when you are mentally prepared.

Set clear expectations of yourselves and others; don't expect other people to read what is in your mind.

BOUNDARIES

Creating positive boundaries is important. We all feel at our most comfortable if we know how to

PHYSICAL PRESENCE

How you use body language can make a huge difference to the way others treat us. It is part of

If you are on home territory think about how you arrange the room and plan your engagement with

If you are about to haul someone over the coals keep the situation formal.

USE OF VOICE

The tone of voice has a major impact on whether you will be heard, take a deep breath so that

Be careful to use a voice which can be heard, is interesting in pitch and delivery. Breathe properly.

BE PREPARED

If you are prepared you will speak with more authority, be better able to deal with the things

CREATE RAPPORT

During any introduction it is important to connect with the group you work with. Be open, friendly

THINK OF THE LANGUAGE YOU USE

It can be extremely powerful. If you start with a positive statement it sets the tone. If you

REMEMBER TO THANK

If people have done what was asked it is really important that you acknowledge their effort.

USE HUMOUR

But appropriately. Never at your clients or colleagues expense.

IF YOU DO NOT GET WHAT YOU WANT

Be calm, be persistent and stay in control. Repeat what you want and why. Ask them to consider

Those who find being assertive difficult often assume that everyone else finds it easy. The more

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