

Assertive Check Lists

Using the following scale, check the number that best applies to you.

1. Never

2. Occasionally

3. Frequently

4. Always

I tend to rely on my own judgement 1 2 3 4
 I have confidence in my own judgement 1 2 3 4
 I am aware of what I feel when I am feeling it 1 2 3 4
 I am honest with myself about what I want and feel 1 2 3 4

I express what I feel when I feel it regardless of other people 1 2 3 4
 I let others know what I am feeling about myself 1 2 3 4
 I let others know what I am feeling about them 1 2 3 4
 I am openly critical of other's ideas, opinions and behaviour if I don't agree 1 2 3 4
 When a person is highly unfair I call it to their attention 1 2 3 4
 If I think a problem is developing in a relationship, I let the other person know 1 2 3 4
 I insist that my spouse or roommate take a fair share of the chores 1 2 3 4
 At work, if I think I am being asked to do more than I can, I object 1 2 3 4

If someone asks me a favour which is inconvenient for me to do, I tell them so 1 2 3 4
 If a person is late returning something of value to me I mention it to them 1 2 3 4
 I insist that my landlord or repairman make repairs that are his responsibility 1 2 3 4
 When I discover merchandise is faulty, I return it 1 2 3 4

I speak out in protest when someone takes my place in line 1 2 3 4
 When a latecomer is waited on before me, I call attention to the situation 1 2 3 4
 If someone keeps kicking or bumping my chair in a movie I ask them to stop 1 2 3 4
 In a restaurant if my meal is improperly prepared, I ask them to correct it 1 2 3 4
 When I need help I ask for it 1 2 3 4
 When I am speaking, I object if someone interrupts 1 2 3 4

When I talk to someone, I:

YES / NO

- am polite, but firm; I avoid apologizing □ □
- use "I" instead of "it" □ □
- am direct and to the point; I avoid long explanations □ □
- usually start off by saying no if want to refuse a request □ □
- anticipate feelings in close relationships & acknowledge the other person's □ □
- seek mutually acceptable compromises □ □
- use a volume appropriate to the circumstances, not too loud or soft □ □
- use a firm voice, indicating that I am firm □ □
- use a lively intonation of voice to convey ease □ □
- respond quickly and without hesitation to show I know what I want □ □
- speak in a clear voice to get my message across □ □
- speak fluently, without ahs and uhms which indicate uncertainty □ □
- look directly at the other person □ □
- am sincere, no unnecessary smiles, grimaces, biting lips, etc. □ □
- try to keep my hands, arms and legs relaxed □ □
- avoid sitting stiffly, I convey ease □ □