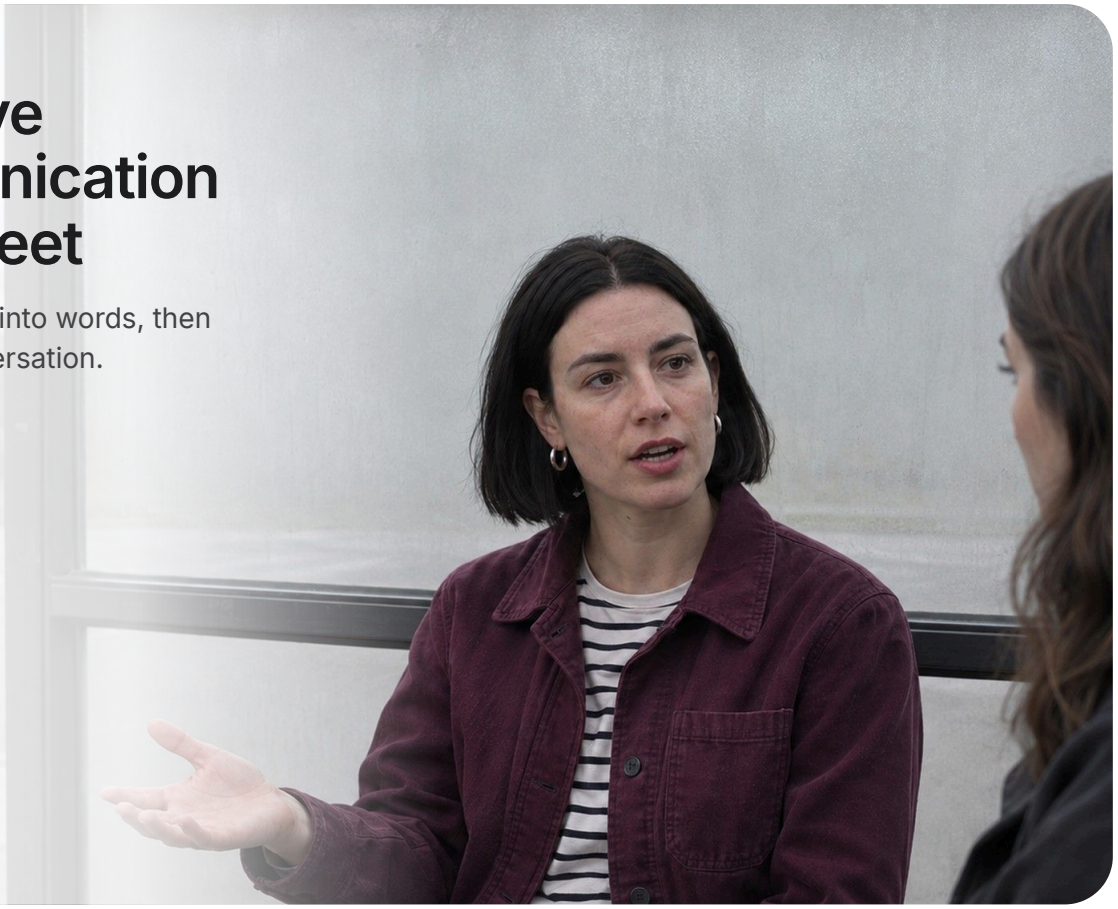
Assertive Communication Worksheet

Put the concern into words, then review the conversation.



WHY IT HELPS

An assertive communication worksheet helps you put a situation, feeling and request into words before a conversation. This printable lets you compare three styles, write a draft and review what you actually said.

HOW TO USE IT

Describe the moment	Write what happened, your feeling and the effect on you.
Draft the request	Use your own words and compare them with the style notes.
Talk and review	Record what you said, the reply and one thing to practice.

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Write one request and leave space for the answer.

Example: Rosa's meeting request

EVENT

The meeting moved without a message.

FEELING AND EFFECT

Frustrated. I rearranged another task.

REQUEST

Please send me an update when the meeting time changes.

AFTER TALKING

Direct wording. Colleague agreed to send updates. Next time, pause for the reply.

Compare communication styles

SITUATION AND THE POINT I WANT TO EXPRESS

PASSIVE VERSION: WHAT STAYS UNSAID

AGGRESSIVE VERSION: WHERE BLAME OR ORDERS APPEAR

ASSERTIVE VERSION: DIRECT CONCERN AND ROOM TO REPLY

Draft my request

EVENT, FEELING AND EFFECT ON ME

ONE ACTION I WANT TO REQUEST

MY FIRST DRAFT

MY REVISION IN WORDS I WOULD SAY

Conversation log

AFTER THE CONVERSATION

DATE / SITUATION	CALM / TENSE / HEATED	STYLE I USED	ACTUAL REPLY	MY OBSERVATION

Practice review

WHAT I NOTICE ACROSS CALM AND TENSE CONVERSATIONS

ONE PART I WANT TO REHEARSE AND MY NEXT SITUATION

FOR MY NEXT APPOINTMENT

What I want to raise with my doctor or care team.

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