

Squiggly Careers PodSheet

How to be more assertive at work



What is assertiveness?

Assertiveness is the ability to stand-up for what you believe while staying calm, positive and respecting the rights of others.

Why should it be a priority for our development?

- ◆ Personalise your progression - *assertiveness will help you to communicate clearly how you want to grow in your career and why.*
- ◆ Protect your boundaries - *assertiveness will help you to push back on people and situations that blur your boundaries.*
- ◆ Make your work work for you - *assertiveness will help you to discuss what's important to you about what you're working on, where and when.*

Understanding who is 'ok'

	You're ok	You're not ok	
I'm ok	Assertive	Aggressive	Assertiveness = balance. You are clear about what you want, but open to hear and consider other people's perspectives.
I'm not ok	Passive	Passive-Aggressive	Aggressive = battle. You want to win regardless of the rights, needs or feelings of others. Passive = boundary-less. You put other people's needs and wants before your own. Passive-Aggressive = bottling. You're not honest about how you're feeling and express it through indirect negative behaviours.

Source: Thomas Anthony Harris

Ideas for Action

1 Focus on the 3Cs

Communicate with Clarity, Confidence and Control to remain assertive in conversations.

2 If / Then alternatives

IF you get *aggressive* **THEN** focus on questions and understanding.

IF you get *passive* **THEN** write down 3 points to concentrate on in the conversation.

IF you get *passive-aggressive* **THEN** think about the why behind the work to increase the meaning in the moment.


3 Prepare your point of view

Research obstacles and opportunities in your industry/profession. Write down your thoughts on the advantages and issues. *Be prepared to share your thoughts with other people and explore their perspective.*


Coach Yourself Questions

- ⊕ When do you feel most assertive?
- ⊖ When do you feel least assertive?
- ❓ What drives the difference?


Recommended resources

 [How to be assertive \(without losing yourself\)](#)

Practical article on authentic assertiveness by Amy Gallo

 [How to be assertive without being aggressive](#)

Esther Perel shares advice on the impact of gender on assertiveness

 [How to manage your boundaries](#)
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Amazing if