

## Assertiveness

To be assertive, you need to believe in both your individual rights and the rights of others. The balance between your assertive rights and responsibilities is summarized below.

I have the right to be treated with dignity and respect.

*I have the responsibility to treat others with the same dignity and respect I desire from them.*

I have the right to decide what is best for me.

*I have the responsibility to allow others to decide what is best for them.*

I have the right to have and express my own feelings and opinions.

*I have the responsibility to express those feelings and opinions in a way that does not insult or put others down.*

I have the right to ask for what I want and need.

*I have the responsibility to allow others the right to refuse my request even though I might not like being refused.*

I have the right to say "NO" without feeling guilty.

*I have the responsibility to allow others the right to say "no".*

I have the right to be listened to and taken seriously.

*I have the responsibility to listen to others and take them seriously.*

I have the right to make mistakes.

*I have the responsibility to accept the consequences of those mistakes.*

I have the right to all of my human weaknesses and limitations without guilt or shame.

*I have the responsibility to allow others their weaknesses without ridiculing or resenting them.*

I have the right to do what is necessary to protect my physical and mental health even though this sometimes requires non-assertive or aggressive behaviour and discomforting others.

*I have the responsibility to do this in a way that causes the least amount of harm to both myself and others.*

Material adapted by Suzanne Welstead at the University of Guelph (2016) from the book, *Anxiety, phobias, & panic: A step-by-step program for regaining control of your life*, by Reneau Z. Peurifoy.