

# ASSERTIVENESS SCORECARDS

In order to become more assertive it's important to pay a great deal of attention to your difficult interactions with others. This helps you gain a clearer idea of the situations that are most difficult for you - and the ways you could approach them differently.

Use Assertiveness Scorecard sheets to keep a record of each difficult or awkward interaction you have. Each page has two scorecards.

Each of the boxes on the form is used to record a separate interaction. You don't need to record every conversation you have with other people, but do fill out a form in the following circumstances:

- If your encounter with the person turns out badly.
- If you believe that you behaved passively or aggressively rather than assertively.
- If you interact with an especially difficult person (no matter how well or badly it turned out).
- If you feel resentful, weak, disappointed, or guilty afterward.

Use one box for each encounter. Here's how to fill it out:

**Date/Time/Place:** When and where did it happen?

**Person/Situation:** Who were you talking to? About what?

**Your Response:** What did you do or say? How did you act?

**Assertive, Passive, Aggressive, or P/A?:** Use the definitions of assertive, passive, aggressive, and passive-aggressive (P/A) behaviour you have learned. Pick the one that best describes your response.

**How did it turn out?:** What was the outcome?

**Feelings Afterward:** How did you feel? Satisfied, hurt, anxious, angry, resentful?

**Alternative Response:** If you decide that you did not behave assertively, how could you have handled the situation differently?

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Person/Situation: \_\_\_\_\_

Your Response: \_\_\_\_\_

Assertive, Passive, Aggressive, or P/A? \_\_\_\_\_

How did it turn out? \_\_\_\_\_

Feelings Afterward: \_\_\_\_\_

Alternative Response: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Person/Situation: \_\_\_\_\_

Your Response: \_\_\_\_\_

Assertive, Passive, Aggressive, or P/A? \_\_\_\_\_

How did it turn out? \_\_\_\_\_

Feelings Afterward: \_\_\_\_\_

Alternative Response: \_\_\_\_\_