

The Assertiveness Bill of Rights

- You have the right to judge your own behaviour, thoughts, values and emotions and take responsibility for their consequences.
- You have a right to your own opinions and ideas.
- You have the right to change your mind.
- You have the right to make mistakes and take responsibility for those mistakes.
- You have the right to say 'I don't know'.
- You have the right to say 'I don't understand'.
- You have the right to say 'no' without feeling guilty.
- You have the right to be clear on what is expected of you.
- You have the right to know how your manager sees your performance.
- You have the right to expect certain agreed standards from colleagues
- You have the right to be consulted on matters that affect your work.
- You have the right to constructively and respectfully provide feedback on the performance of those for whom you have responsibility.
- You have the right to be listened to and taken seriously.
- You have the right to ask for information, help or clarification.

(Adapted from "Making Assertiveness Happen" by Robert Burns. An excellent book to increase your assertiveness skills!)



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