**Assessing your Assertiveness**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Always | Often | Sometimes | Rarely | Never |
| 1. I value myself and others as equals |  |  |  |  |  |
| 2. I am aware of my body language when interacting with others |  |  |  |  |  |
| 3. I am able to say ‘yes’ or ‘no’ to someone when I choose |  |  |  |  |  |
| 4. I see people at work as equal to me, regardless of their position |  |  |  |  |  |
| 5. I stand up for myself |  |  |  |  |  |
| 6. I take time to think carefully before responding to a request |  |  |  |  |  |
| 7. I take responsibility for my own needs |  |  |  |  |  |
| 8. I am able to say ‘no’ to someone without feeling guilty |  |  |  |  |  |
| 9. I take responsibility to ensuring that my needs are met |  |  |  |  |  |
| 10. I refrain from blaming others when things go wrong |  |  |  |  |  |
| 11. I stick to my point even if others are not listening |  |  |  |  |  |
| 12. I listen to the opinions of others |  |  |  |  |  |
| 13. I admit my mistakes |  |  |  |  |  |
| 14. I take constructive feedback on board |  |  |  |  |  |
| 15. I ask for help when I need it |  |  |  |  |  |
| 16. I give feedback honestly and clearly |  |  |  |  |  |
| 17. I express my thoughts honestly, with respect for others |  |  |  |  |  |
| 18. I confront difficult people when necessary |  |  |  |  |  |
| 19. I express my feelings honestly |  |  |  |  |  |
| 20. I handle conflict effectively when it arises |  |  |  |  |  |