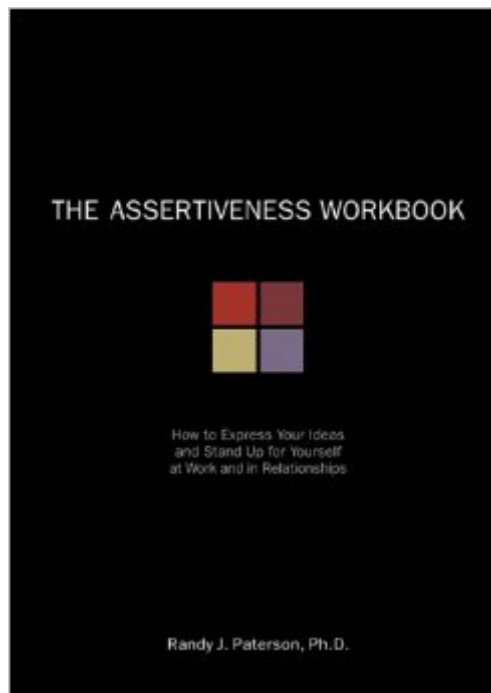


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# The Assertiveness Workbook: How To Express Your Ideas And Stand Up For Yourself At Work And In Relationships



## Synopsis

Effective communication is a critical skill that influences your professional success, the stability of your family life, and your personal happiness. Your ability to communicate effectively is seriously hampered if you can't assert yourself constructively. If you've ever felt paralyzed by an imposing individual or strongly argued opposing point of view, you know that a lack of assertiveness can leave you feeling marginalized and powerless. The Assertiveness Workbook contains effective, cognitive behavioral techniques to help you become more assertive. Learn how to set and maintain personal boundaries without becoming inaccessible. Become more genuine and open in relationships without fearing attack. Defend yourself when you are criticized or asked to submit to unreasonable requests. This book has been awarded The Association for Behavioral and Cognitive Therapies Self-Help Seal of Merit â" an award bestowed on outstanding self-help books that are consistent with cognitive behavioral therapy (CBT) principles and that incorporate scientifically tested strategies for overcoming mental health difficulties. Used alone or in conjunction with therapy, our books offer powerful tools readers can use to jump-start changes in their lives.

## Book Information

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## Customer Reviews

Being a passive personality, I went looking for some kind of guidance after a recent confrontation. It goes through many basic terms and concepts of human relationships and behavior. The author wants us to understand assertiveness before trying to put new ways of thinking into practice. The important part of the author's lesson is reminding us that assertiveness is part of a person's behavior but is not the person. It builds up to the ten steps of preparing for a confrontation. The

written exercises are useful, the diagrams and check boxes not so much. Some terms were basic but many times when things are not working right, we have to be reminded of the basics. Personally, I would not choose to use the assertiveness scorecards in my regular day-to-day routine. It goes over what a DESO script, Describe, Express, Script, Outcome; could mean to anybody's personal and work relationships. How one can change a few steps in giving criticism to create positive feedback. The Assertiveness workbook makes you take a breath, and think before speaking. Clear, easy-to-read, straight-to-the-point chapters are there to help when needed.

This book was easy to read, easy to understand and very easy to apply immediately to life circumstances. I particularly found useful the chart of behaviors and the aspects of appearance very well written, vivid and clear. This book was full of accurate user friendly information that anyone would be able to apply in their lives whatever their circumstance or job.

Over the past several months, I've read many books about entrepreneurship, building relationships with others, and climbing the career ladder. All of these techniques have one thing in common: they require you to stand up for yourself and be assertive. Could I have just read this book!? I've learned that assertiveness is simply being yourself. It is contributing to those around you in a positive way. It is respecting people for who they are. It is respecting the differences in one another. It is becoming more aware of what is important to others. It is speaking with wisdom. We all want the approval of others, but we must understand not everyone will be receptive to what we say. However, we will receive the respect of others when we speak up regardless of whether or not they agree. One great technique is to minimize your communications - focus on making your messages as slim as possible, only communicating the bare assertive essentials. With that, I close this review. This book is wonderful. I recommend it! Along with, Success Secrets of the Motivational Superstars there are many great tips out there to becoming more assertive.

I had reached a point where I needed to learn how to assert myself and stop being miserable in certain situations. This book helped me take action and understand how to react when confronted. If you feel that you are in need of some "tools" this is a great book.

This book is by far the most helpful book I've ever read. It is very informative, but in plain words that almost anyone can understand. The exercises it suggests really do help. I'm only half-way through it, but I've already made significant changes in my behavior. It really helped me understand the

different communication styles and how to tweak my style to make me more satisfied with my communication with others. It's so simple to do! I've always been lazy about change or given up too early, but this truly couldn't be any easier.

I tried everything to become assertive, but before I discovered this book, nothing taught me this ability, it will work for you too, if you commit to it, it's so much harder than it seems but that's just because you need it so bad! You will be amazed how you you will become a different person when you integrate this material, it works!

Excellent resource for how to deal with PA's and others-the book's no nonsense approach (yes, it's hard to change and yes your significant others will resist you), exercises, and examples give you inspiration without a lot of nonsense and over the top 'you can do it' every paragraph. Accessible and easily readable, this practical guide will help you get what you need or establish your personal boundaries without all the new age style rhetoric.

This book is a great tool and really does help. You have to do the work as prescribed or you really will just waste your time. Realistically though simply reading a book couldn't possibly change a person without actually acting on the information. If you need help in this area get the book and use it, it is very helpful.

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