

ASSERTIVE REFUSING IN PRACTICE

Assertiveness: what does it mean?

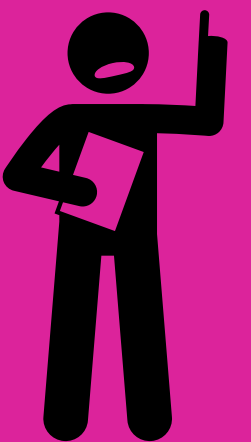
Assertiveness is a style of communication and behavior that involves expressing your thoughts, feelings and needs in a clear, confident and respectful way to both yourself and others. An assertive person skillfully expresses their opinion, is able to defend their rights and boundaries, and at the same time respects the rights and boundaries of others.



Here are some key characteristics of assertiveness:



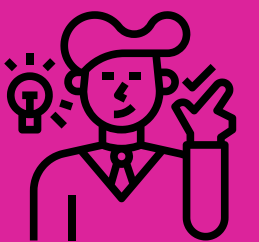
- Self-expression: An assertive person boldly expresses their opinions, needs and feelings, and is not afraid to be authentic and honest in their communication;
- Respecting Boundaries: An assertive person understands that they have the right to have their own boundaries and respects the boundaries of others as well. Can clearly express when something bothers her or exceeds her limits;



Here are some key characteristics of assertiveness:



- Confidence: An assertive person has a sense of self-worth and self-confidence. Can firmly and calmly defend his beliefs and decisions;
- Listening and Empathy: Assertiveness doesn't just mean expressing yourself, but also being able to listen to others and show empathy. An assertive person is able to actively listen and appreciate other people's perspectives;

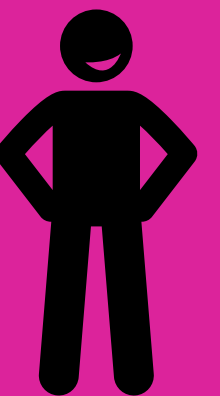


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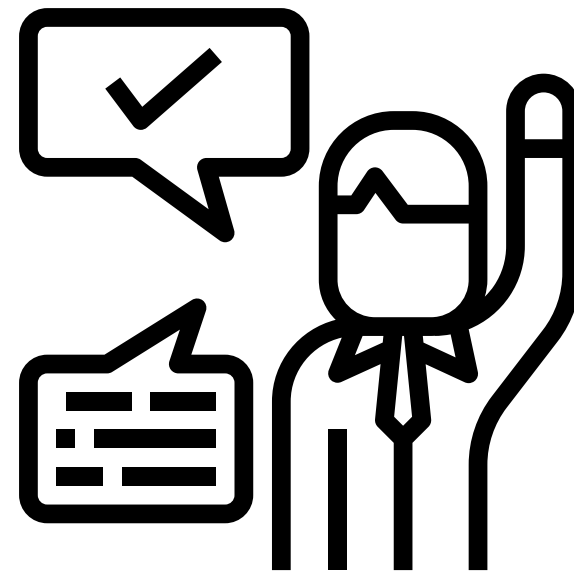
- Conflict resolution: Assertiveness helps to resolve conflicts constructively. An assertive person is able to express their needs and listen to the needs of the other party, trying to find a compromise or win-win.

Assertiveness is an important social skill that allows you to build healthy relationships, express yourself effectively, and maintain a balance between your own needs and the needs of others. It is also a key part of dealing with stress and conflict.



Assertiveness is a key element in dealing with stress and conflict. Here's why:

- **Expressing Needs and Limitations:** An assertive person is able to clearly express their needs, limits and limits. Thanks to this, she avoids the accumulation of unnecessary stress resulting from the inability to say "no" or constantly agreeing to things that are beyond her. Expressing your limitations allows you to keep your balance and avoid overloading.
- **Effective problem solving:** An assertive person has the ability to resolve conflicts effectively and negotiate constructively. Thanks to the ability to express his needs and listen to the other side, he can reach a compromise or find a solution that satisfies both parties. This reduces the tension and stress associated with conflict.



- **Building Healthy Relationships:** Assertiveness helps build healthy interpersonal relationships. Being able to express yourself in a respectful way while listening to and respecting others creates an atmosphere of mutual respect and understanding. This helps to reduce stress and create a positive environment.
- **Dealing with stress appropriately:** Assertiveness enables you to express your emotions and stress needs in a constructive way. An assertive person can ask for help, express their concerns, or set boundaries, which can reduce feelings of overwhelm and help you deal with stress effectively.



Assertive refusal is the ability to state your position and reject proposals or demands in a polite but firm manner.



**Develop Your
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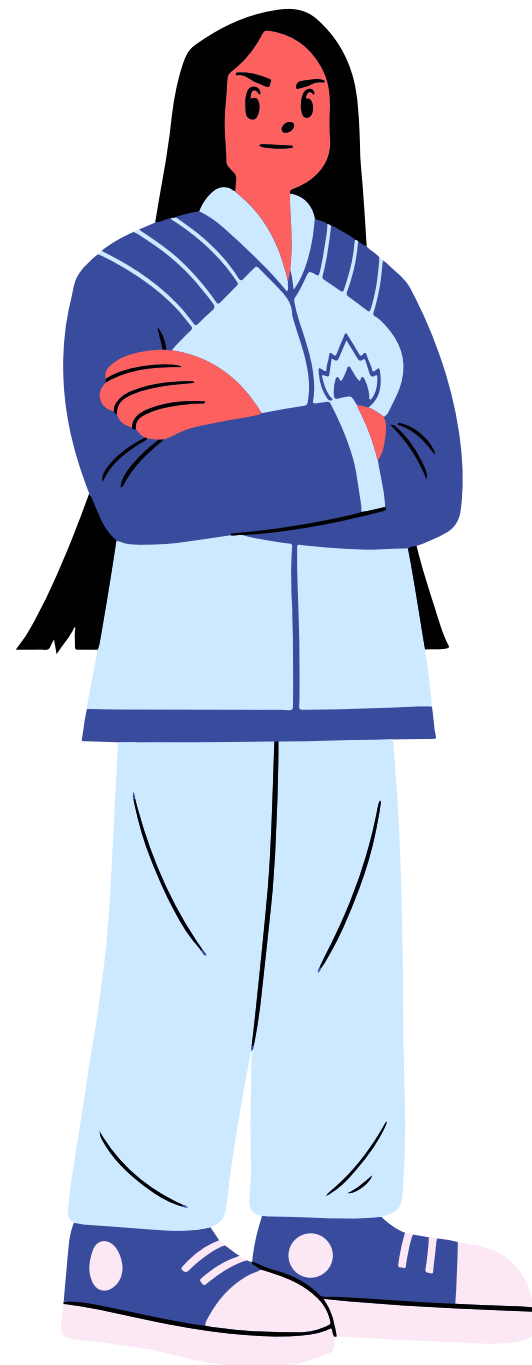


In practice, assertive refusal might look like this:



Express your understanding: When starting a refusal, acknowledge that you have understood the request or proposal. You might say something like, "I understand you need help with a project/organization/event."

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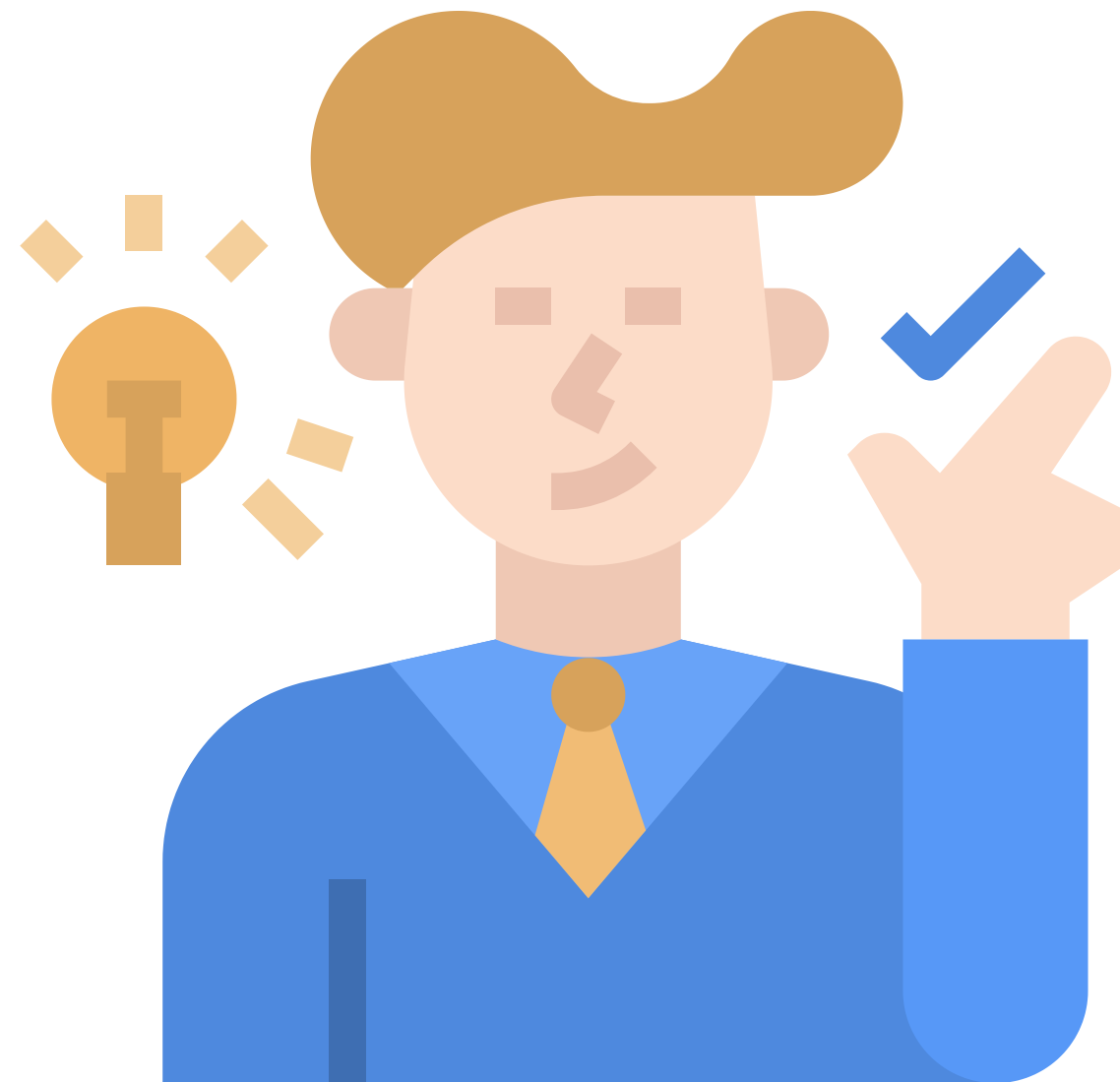
State your position: Then make your position clear and say that you cannot fulfill the request or accept the proposal. For example:
"However, I'm too busy/involved to do that right now."

In practice, assertive refusal might look like this:



Give a reason: If you feel it is appropriate, you can give a brief reason why you cannot accept the request. For example, "I already have a full workload with other tasks" or "I already have other commitments at this time."

In practice, assertive refusal might look like this:



Offer an alternative: If you can, offer an alternative support or proposal. You might say something like, "But I can refer you to another person who can help with this matter," or "Maybe we could find another solution that better suits my current capabilities."

In practice, assertive refusal might look like this:



Stay polite and assertive: It's important to stay polite and calm when saying no. Remember that you have the right to express your limits and you do not have to explain or justify your decision.

Example:

Person: "Can you help me with a project?"

You: "I understand you need help. However, I'm too busy to do that right now. I'm already fully loaded with other tasks. Can I help you in another way or refer you to someone else who can help you?"

Remember that assertive refusal takes practice. The more you practice, the better you'll be at expressing your boundaries and maintaining a healthy balance between your responsibilities and the needs of others.



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Thank you for your
attention.

More information about the project on the website:

<https://kreatywnidlabiznesu.pl/develop-your-creativity/>

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