4 Steps for Assertive Communication

**Step 1**: Identify the person’s behavior/action (“When you…”)

**Step 2**: Communicate how it makes you feel (“I feel…”)

**Step 3**: Communicate your need in love (“I need…”)

**Step 4**: Ask for agreement

**For example:**

* **Step 1:** When you interrupt me while I am speaking…
* **Step 2:** I feel unheard…
* **Step 3:** Do you think you could wait until I am finished speaking before giving your response…
* **Step 4:** Is this something you would be willing to do for me?

**Another example:**

* **Step 2**: Honey, I’m feeling a little overwhelmed right now…
* **Step 3:** Do you think you can help me with the dishes tonight?

**Another example:**

* **Step 3:** I’m not available to watch your kids this weekend, perhaps another time.

**Another example:**

* **Step 1:** When we are late for church each week…
* **Step 2:** I feel we are being disrupted to the service…
* **Step 3:** Do you think we can leave by 9:00 this Sunday so we can be on time for service?