

# CONTENTS

<b>Introduction</b> .....	6
<b>1. What does this program mean to you?</b> .....	7
Why develop our assertiveness at all? .....	7
Activity 1:.....	8
What is at stake for me right now? .....	8
What are values?.....	9
Scenario 1:.....	11
So is being more assertive about doing something until I get what I want? .....	13
Activity 2:.....	13
What if I do nothing?.....	13
Activity 3:.....	14
What could i lose?.....	14
Activity 4:.....	15
What can i do this week? .....	15
Activity 5:.....	16
What i will do .....	16
What gets in the way of our values? .....	16
<b>2. Understand your Anger</b> .....	19
What does anger mean to you? .....	19
Activity 6:.....	19
Activity 7:.....	22
Activity 8:.....	24
Activity 9:.....	25
Activity 10:.....	27
<b>3. What's stress got to do with it?</b> .....	29
Good and bad stress.....	29
Fight or Flight .....	30

The cost of stress.....	31
Long-term effects of stress .....	32
Activity 11:.....	33
Understanding where you hold your stress .....	33
Activity 12:.....	34
Relaxation Technique No 2: .....	34
<b>4. Manage your Anger .....</b>	<b>36</b>
What is violence? .....	36
What is passive-aggressiveness?.....	37
Being honest! .....	39
Activity 13:.....	39
Activity 14:.....	41
Activity 15:.....	42
Effective problem solving.....	43
Activity 16:.....	44
Relaxation Technique No 3: .....	46
<b>5. Your assertive rights .....</b>	<b>49</b>
Understand the lack of assertion .....	52
Activity 17:.....	52
Activity 18;.....	54
Activity 19;.....	55
Activity 20;.....	56
Effective Problem solving again .....	58
Relaxation technique No 4: .....	61
<b>6. Become assertive not aggressive .....</b>	<b>63</b>
Why boundaries are important.....	63
Activity 21;.....	66
Activity 22;.....	68
Activity 23;.....	70
Bill of assertive rights .....	71

Activity 24;.....	72
Relaxation Technique No 5: .....	73
<b>7. How do you communicate?.....</b>	<b>74</b>
Activity 25;.....	75
Giving Feedback .....	79
Activity 26;.....	79
Receiving feedback.....	79
Activity 27;.....	80
Dynamic Speaking .....	81
Activity 28;.....	84
Relaxation Technique No 6: .....	85
<b>8. Eat, sleep and feel better .....</b>	<b>87</b>
Food .....	87
Activity 29;.....	90
Activity 30;.....	92
Sleeping.....	95
Physical Exercise.....	98
Activity 31;.....	99
Time Management .....	100
Activity 32;.....	103
Relaxation Technique No 7: .....	104
<b>9. now how do you feel? .....</b>	<b>106</b>
How do I feel? .....	106
Activity 33;.....	106
Activity 34;.....	109
Activity 35;.....	110
Activity 36;.....	111
Activity 37;.....	112
Activity 38;.....	113
Activity 39;.....	115

Activity 40;.....	116
Just Be .....	117
<b>10. Put it all together.....</b>	<b>119</b>
Implement everything.....	119
Activity 41;.....	122
Activity 42;.....	123
Activity 43;.....	123
Activity 44;.....	124
Think Right .....	125
Activity 45;.....	125
Activity 46;.....	126
<b>Well done! .....</b>	<b>127</b>